



OUR EKAL

1. OUR GOAL

1. We all are children of mother Bharat
2. Today her eyes are filled with agony
3. We will wipe out agony of mother
4. We will awaken the power of rural roots
5. We will make our nation happy

2. OUR PLANS

1. We will make four lakh small villages of nation as our focus.
2. Forty crore people living there are the source of strength for this land
3. We will empower them through our Panchamukhi education plans
4. We will make soil chemical-free and villages addiction-free
5. We will make Ekal Abhiyan a peoples' movement

3. STEPS FOR TRANSFORMATION

1. We will contact through service
2. We will organize through our contacts
3. We will empower the society through organization
4. We will awaken the self-respect of the society through self-reliance
5. We will empower the country with the self-respect of the village

4. OUR PLEDGE (2022)

1. We will make our village a **“model village”**
2. We will make our Panchayat **“our dream Bharat”**
3. We will have daily Satsang in village
4. We will bring social harmony in village
5. We will awaken the sentiment **“we are for the country and the country is ours”**

5. OUR DREAM (2025)

1. We will make Bharat as per dreams of Swami Vivekanda
2. We will bring Grama Swarajya as espoused by Mahatma Gandhi
3. We will ensure honor to all as envisaged by Dr. Ambedkar
4. We will build Bharat a great nation as viewed by Dr.Hedgewar
5. We will bring Ram Rajya in the nation by being followers of Prabhu Ram

BHARAT MATA KI JAI



PREFACE

For me this is not just an assignment given by Ma. Shyamji, but also a labour of love. Having been associated with Friends of Tribals Society in various capacities for over a decade now, I had thought I knew quite a great deal about how things worked at the *Abhiyan*, till I came to lay my hands on one of the versions of Ekal Systems. This was an eye opener for me – not just about how much more I needed to know but also about how well systems have been laid down by the founding fathers of the movement. To then be entrusted with the responsibility of updating this book, which Shyamji describes as the constitution of *Ekal Abhiyan*, was a matter of pride and honour.

It is not very difficult to build on an already well laid foundation. My contribution if any was to update the changes which have been decided upon since the last edition, correct errors as far as possible and to add topics which needed to be a part of Ekal Systems. I have also taken the liberty to prune some portions which are no longer important or relevant. I have tried to make the layout more reader friendly, and if I may say so, aesthetically more attractive. I do hope I have succeeded somewhat in my endeavour but am aware that further improvements need to continue so that with time we will have with us something to be really proud of. For this to happen feedback from users of this book is essential and to help you send your opinion we have left a page at the end in which you may please write your opinions and suggestions and sent to us at Ekal Bhavan Kolkata through your nodal office.

One pleasant task remains – to acknowledge and thank all those who made this publication possible – some by being actively involved in the process and others by their passive but equally important support. I have been privileged to work with them.

With best regards,

Sandip Kumar Pitty

Treasurer, Friends of Tribals Society

FOREWORD TO FIRST EDITION

Ekal Vidyalaya is not a new idea as a service project, but it is definitely unique as a concept of social transformation, vision of one lakh schools and a movement to involve people from all walks of life. The progress made over last decade is phenomenal, both in growth in number and diversifying to new programmes. The key strength of this success lies in the concept of city organization. The dedicated successful urban families have made it to happen. Though they were working because of their emotional attachment to the cause, still need of some formal guide was earnestly felt which can give an overview of the whole working of this movement. 'Ekal System' is an humble effort in this direction.

Though, this book is composed to serve as a reference for knowledge workshop, the subjects are dealt with some points and headings only. Elaborate narration of each point has its own importance. This book will serve the need as a ready reckoner for those urban families who are dedicated to this movement. Moreover only basic issues, which are very essential for any coordinator to handle the situation, have been dealt with in present compilation.

This movement got wings to fly when it touched the hearts of our brothers and sisters living abroad, especially in USA. Those sons and daughters of Bharat Mata were eagerly looking for some way to involve themselves in making Bharat a great nation. Ekal Vidyalaya could catch their imagination. But they are the people who legitimately want to grasp not only the concept but the process as well thoroughly before their committing involvement, so this book became an urgent need. Hope, by the grace of almighty, this book will enhance understanding of this movement's working.

There are three stages of 'Yoga' (efforts) mentioned in holy Geeta i.e. 'Bhakti Yoga' (Devotion), Karma Yoga (work) and 'Gyan Yoga' (Knowledge). In Ekal Vidyalaya Movement, our passion to serve our motherland is 'Bhakti Yoga' which is the driving force for all of us. Contacting successful urban families and mobilizing resources is 'Karma Yoga' without which nothing can happen. But absorbing full knowledge of this movement is 'Gyan Yoga' which makes us confident and powerful. A Karma Yogi proclaims him/herself as an instrument in the hands of God i.e. 'I belong to the Almighty', while a Bhakti Yogi commands that 'God is mine'. But at last, a Gyan Yogi realizes that 'I am the God'.

Similarly, there are three stages of dedication in our movement first, 'I belong to this nation' second 'This nation is mine' and third 'I am the nation'. May God bless us to achieve the highest state of devotion. When Krishna, the cause and Arjun, the effect become one, then and then only the vision is fulfilled. We are fortunate that this book is being compiled by Sri M.L. Jain who is CA by profession and the founder member of Ekal Abhiyan. He had served so many corporate companies from top level. So he has vast experience of management. Now he is like soul for Ekal Abhiyan, so one can feel that vibration while going through the pages of the book. May God bless him long life to serve Ekal.

With regards,

Shyam Gupta

Member of Founder Team of Ekal Abhiyan

FOREWORD TO REVISED EDITION

Empowering rural communities and enhancing thereby their role in comprehensive development of community has been a challenge for all nations in general. But it has been a stronger challenge for South Asian countries in particular who have been endeavoring to revive their past glory-economically, culturally and strategically after their subjugation by foreign invaders for varying number of centuries. With limited resources at command of respective Governments, the effort has been rather slow and that brings the importance of community efforts in focus to expedite the process of revival. Ekal Abhiyan has established itself a proven model of volunteer based and community driven such an effort with excellent results. It is a unique concept of social transformation, with vision of impacting vast mankind dwelling in remote areas and forming majority of population, involving people from all walks of life. The first two decades of Ekal witnessed strengthening concepts, developing processes and creating organizations, with relatively slower growth in number. The progress made by Ekal over last one decade is phenomenal, both in growth in number and diversifying to new sectors too. This has brought complexities in processes and underlined the need for laying down formal procedures for smooth operations.

Ekal System thus came into being, primarily to serve as a reference for knowledge and training workshops. This has also catered to the need of those urban volunteers in India who are dedicated to this movement and are integral part of the growth story, as a ready reckoner. The movement got further boost when it touched the hearts of Indian Diaspora, especially in USA, who were eagerly searching for some way to involve themselves in making their motherland a great nation. Ekal with proven track record and extremely cost effective model could catch their imagination. But they are eager to grasp not only the concept but the process as well thoroughly. **Ekal System** came in handy in meeting this need as it has been an important instrument in enhancing understanding of this movement's working. The compilation of theory and practices has further proved useful when the movement leveraged the new source of resources, **CSR**, to fund its rapid growth, both the coverage in geographical terms (number of villages) and the depth of impact (diversifying into newer activities). Like the Diaspora, CSR supporters are equally methodical and expect formal processes not only to ensure compliances but to assess the impact as well. The book has proven its utility in satisfying the demand of this new stakeholder as well.

The book has thus become the hand book of not procedures alone but a useful guide with periodical revisions to address the ever evolving scenario of operations as is natural to any growing organization operating at this mammoth scale.

Ekal is not an ordinary social work but is rather a passion to contribute to nation building and route chosen is empowering tribal and rural communities through their comprehensive development. The volunteers from urban and rural areas both have dedicated themselves to its cause providing them a sense of achievement and fulfillment, the extent of which is no less than a spiritual *sadhna*, akin saying of Swami Vivekananda, **servng mankind is service to God**. And in fact that is the source of eternal inspiration to volunteers and supporters of Ekal.

Pranam.

Bajrang Bagra

President, Central Executive Committee
EKAL ABHIYAN

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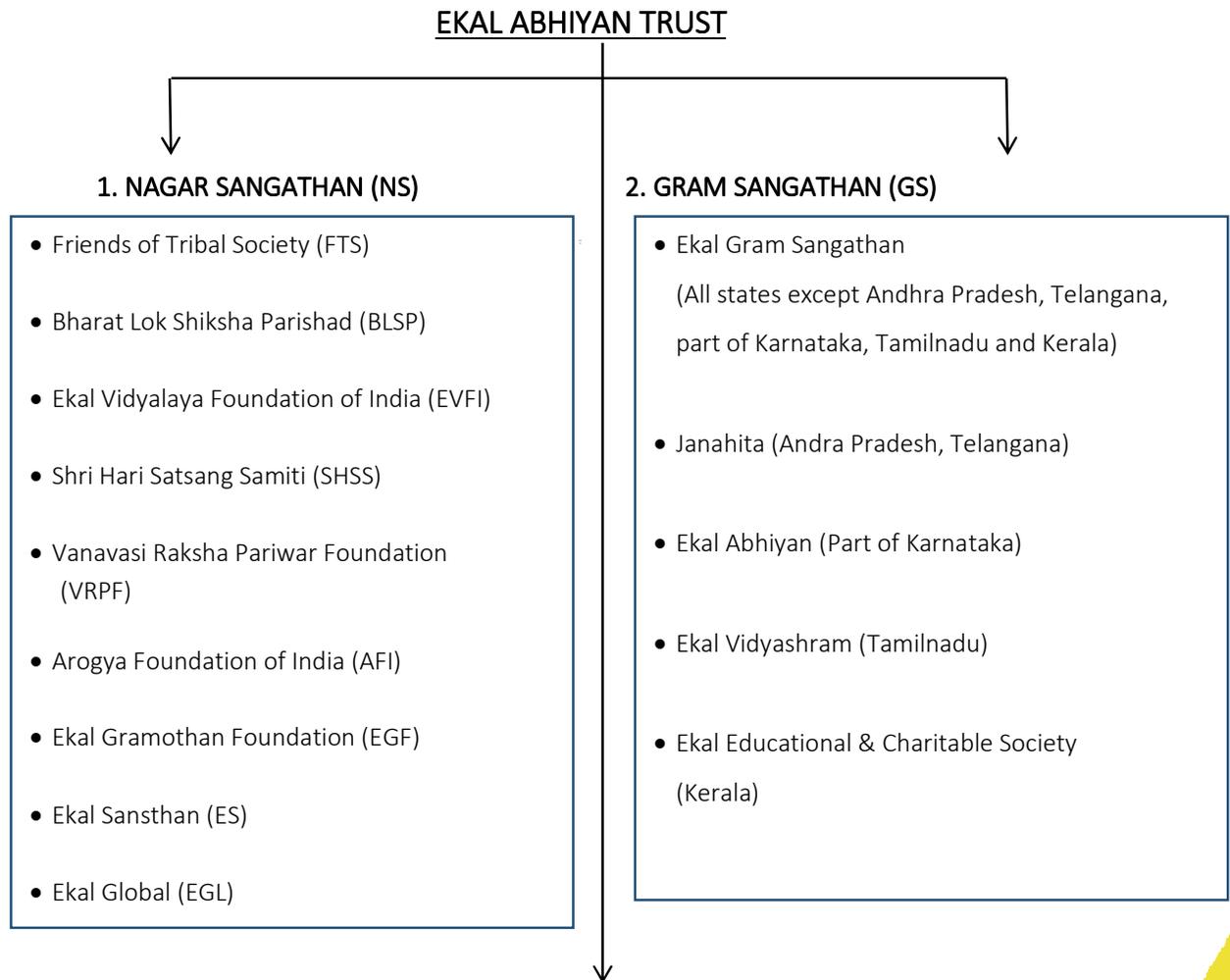
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1. EKAL ABHIYAN TRUST

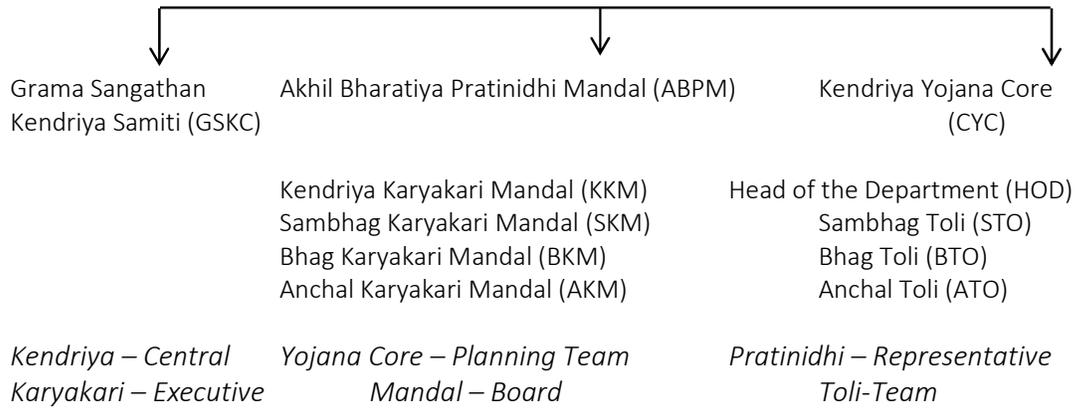
1.1 BACKGROUND

Since formation of the first Nagar Sangathan (NS), Friends of Tribals Society in the year 1989, a number of new associate organizations were launched from time to time. All such organizations have been working for the common objectives. However, it became necessary that to continue providing effective guidance to all these organizations with adequate co-ordination and to take policy decisions from time to time on vital matters; an umbrella organization is formed. Accordingly, a Trust in the name of 'Ekal Abhiyan Trust' (ABT) was registered on 20th April, 2012. After formation of this Trust, it was decided that all the organizations working for the common cause of serving the Vanvasis and Gramvasi's should be persuaded to obtain affiliation with this Trust. The affiliation rules have been framed and the affiliation of all the organizations is complete.

1.2 FUNCTIONAL STRUCTURE



CENTRAL EXECUTIVE COMMITTEE (CEC)



1.2.1 Administrative System

- Central Executive Committee (CEC)
- Sambhag Abhiyan Committee (SAC)
- Bhag Abhiyan Committee (BAC)
- Anchal Abhiyan Committee (AAC)

1.2.2 Coordination System:

- Akhil Bharatiya Pratinidhi Mandal (ABPM)
- Gram Sangathan Kendriya Samiti (GSKS)
- Bhag Pratinidhi Mandal (BPM)
- Sambhag Vyas Kathakar
- Invited Nagar Sangathan Member
- Special Invitees
- Former HoD and Sambhag Abhiyan Pramukh
- Bhag Vikas Pramukh
- All Vanaprasthi members

1.2.3 Review System

- Kendriya Karyakari Mandal (KKM)
- Sambhag Karyakari Mandal (SKM)
- Bhag Karyakari Mandal (BKM)
- Anchal Karyakari Mandal (AKM)

1.2.4 Allocation of Operational Functions

- | | | |
|-----------------------------------|---|------------------------------------|
| • Central Yojna Core (CYC) | - | Proposals for operational policies |
| • Gram Sangathan Kendriya samiti | - | Proposals for Systems |
| • Kendriya Karyakari mandal (KKM) | - | Updating Systems |
| • Sambhag Toli (STO) | - | Implementation of Systems |
| • Bhag Toli | - | Planning Field Operations |
| • Anchal Toli (ATO) | - | Field Operations |

1.3 EXECUTIVE COMMITTEES

1.3.1 Central Executive Committee (CEC)

- CEC is apex operational body to implement all policy decisions made by Ekal Abhiyan Trust (ABT).
- CEC is appointed by ABT and works under its superintendence and guidance.
- CEC has a President, Vice Presidents (one each from zones), a Secretary and number of members as may be decided from time to time (presently 6).
- CEC appoints Sambhag Abhiyan Committee and supervises appointment and working of Abhiyan Committees at all levels. In case of any breakdown of system in any area and at any level, it assumes role and discharges functions of Abhiyan Committee at any level.
- CEC decides on Seva Vrati karyakartas at central level (CYC, SVP, Central functional departments), Sambhag Toli and Bhag Abhiyan Pramukh.
- For operational convenience, CEC delegates some functions to its Committee(s) formed for specific purpose or functions.

1.3.2 Abhiyan Samities – The following karyakarta are expected in Abhiyan Samitii at all levels (SAC, BAC, AAC):

<ul style="list-style-type: none">• President• Vice-president• Secretary	} Members Nominated by Nagar Sangathans (Prathamik and Sanskar Shiksha) and Gram Sangathan. Designations to be decided based on seniority and activeness.
<ul style="list-style-type: none">• Organizing Secretary• Member• Member• Member• Member• Invited Member• Invited Member	Abhiyan Pramukh of that level Vyas Prathamik Shiksha Pramukh of that level Gatividhi Pramukh of that level Sanskar Shiksha Pramukh of that level Vikas Pramukh of that level Representative from the higher level Samiti

Note→Representatives will be nominated from office bearers of the committees of their respective levels.

1.3.3 Responsibilities of Abhiyan Committees

1. **Sambhag Abhiyan Committee** – Deciding all the programs of the Sambhag, deciding on the Seva Vrati karyakarta of the Bhag and Sambhag (except Sambhag and Bhag Abhiyan Pramukh), proposing Sambhag and Bhag Abhiyan Pramukh to CEC, deciding the Bhag Abhiyan Committee, discharge the duty as representative of Central Executive Committee and coordinating between Nagar Sangathan and Gram Sangathan. Monthly review of office and operations.

2. **Bhag Abhiyan Committee** – Deciding all the programs of the Bhag, proposing Bhag Seva Vrati karyakarta to SAC, deciding on the Seva Vrati karyakarta of the Anchal, coordinating between Nagar Sangathan and Gram Sangathan. Monthly review of office and operations. Constituting 3-member Bhag Coordination Committee who will operate the bank account and overview the support received from Funding chapter.
3. **Anchal Abhiyan Committee** – Deciding all the programs of the Bhag, proposing Anchal Seva Vrati karyakarta to BAC, deciding on the Seva Vrati karyakarta of the Sanch and appointing Sanch samiti and Acharya. Monthly review of office and operations. Constituting 3-member Anchal Coordination Committee who will operate the bank account and overview the support received from Funding chapter.

Note: The term of all the above committees will be for a period of 2 years, normally April to March. In case of delay in constitution of a Committee, the term would be reduced so as to expire in March.

Core Committee – In order to manage all office functions like incur and manage all allocated expenditure of the work area, all bank operations, reporting etc., a 3-member committee called Core Committee is constituted by the Abhiyan Committee at Sambhag, Bhag and Anchal levels.

Broad Responsibilities of various Abhiyan Samities-

- Analysing the progress of all the matters of their work area.
- Evolving suitable strategy for expansion of the work.
- Delivering the decisions made by the Ekal Abhiyan.

1.3.4 Responsibilities of Gram Sangathan

- Forming units in all the towns of their work area for growth of the organization.
- Forming active executive committee in each unit.
- Strengthening the said committee through various programs, events and campaigns.
- Mobilising local collections to organize programs and functions connected with Ekal Abhiyan and to run the operations- Ekal schools, Sanskar Siksha etc.
- The **minimum travel expected by samiti members** to Ekal villages is as under:

Kendriya Pratinidhi	– 7 days
Sambhag Pratinidhi	– 5 days
Bhag Pratinidhi	– 3 days
Anchal Pratinidhi	– 2 days
Sanch Pratinidhi	– 1 day
- Office bearers of Executive committee of Gram Sangathan have to travel at least 1 day, attend 75% of monthly meetings and visit at least 2 Ekal villages every month and other members to attend 50% of monthly meetings.
- The executive committee of Gram Sangathan must have 2 women, 2 youth and 1 tribal member and the membership fees are to be insisted from each and every member.

Forming and managing various sub-committees –

- | | | |
|-----------------------------|-------------------------|------------------------|
| 1. Prathamik Shiksha | 2. Arogya Yojana | 3. Gramothan Yojana |
| 4. Gram Swaraj Manch | 5. Srihari Katha Yojana | 6. Ladies Committee |
| 7. Youth Committee | 8. Vanayatra Committee | 9. Festivals Committee |
| 10. Vichar Goshti Committee | | |

11. Sub-committees for various subjects: At each level, sub-committees to be formed for all subjects (Panchamukhi, Yuva & Mahila) enrolling maximum persons to take part in development activities of Ekal Abhiyan

In-charge (I/C) for various subjects & committees- (Prabhari)

- | | | |
|--------------------------------------|-----------------------------|-------------------------|
| 1. Prathamik Shiksha I/C | 2. Arogya Yojana I/C | 3. Gramothan Yojana I/C |
| 4. Gram Swaraj Yojana I/C | 5. Srihari Katha Yojana I/C | 6. Karyalaya I/C |
| 7. Organizing I/C | 8. Ladies Committee I/C | 9. Youth Wing I/C |
| 10. Vanayatra I/C | 11. Festivals I/C | 12. Vichar Goshti I/C |
| 13. I/C for various anchal and sanch | | |

Formation of samiti for all subjects at all levels to be ensured and annual baithak organized.

1.3.5 Gram Sangathan

Gram Sangathan Kendriya Samiti (GSKS)

Meets 3 times a year. It consists of:

Kendriya Yojana Core (CYC) Kendriya Pratinidhi Mandal (KPM)
Kendriya Karyakarini (CEC) Sambhag Vikas Pramukh (SVP)

Kendriya Karyakari Mandal (KKM)

It meets twice a year and consists of:

Gram Sangathan Kendriya Samiti (GSKS)	Sambhag Pratinidhi Mandal (SPM)
In-charge for the Department (Prabhari)	Head of the Department (Pramukh)
Sambhag Abhiyan Pramukh (SAP)	Sambhag Sanskar Shiksha Pramukh

Sambhag Karyakari Mandal (SKM) –

Meets after every meeting of CEC and discusses DCP. It consists of:

Kendriya Pratinidhi	Sambhag Pratinidhi
Sambhag Abhiyan Committee	President / Secretary of BAC
President / Secretary of AAC	Bhag Abhiyan Pramukh
Anchal Abhiyan Pramukh	

Bhag Karyakari Mandal (BKM)

Meets annually. It consists of:

Sambhag Pratinidhi	Bhag Pratinidhi
Bhag Abhiyan Committee	President / Secretary of AAC
President / Secretary of Sanch Samiti	Anchal Abhiyan Pramukh
Prabhari Members of Bhag Level	

Anchal Karyakari Mandal (AKM)

Meets annually. It consists of:

Bhag Abhiyan Pramukh	Bhag Pratinidhi
Anchal Abhiyan Committee	President / Secretary of Sanch Samiti
Sanch Pramukh	

1.4 ANCHAL PRABHARI (IN CHARGE OF ANCHAL)

Ekal Abhiyan has two types of organizations – Nagar Sangathan (NS) and Gram Sangathan (GS). Both have their own programs for which, Nagar Sangathan has its chapters in Prabhag, Sambhag and Bhag levels. For overseeing field operations, the Executive Committee of Gram Sangathan appoints the GS Anchal Prabhari (GAP).

The primary responsibility of the NS is to involve suitable families from cities into the movement as donors and karyakarta. Only after gaining the confidence of the donors they can be developed as karyakarta. This is the purpose of evolving Donor Relation Working (DRW). For this purpose, NS also appoint Anchal Prabhari called NS Anchal Prabhari (NAP). It is the important responsibility of NAP to satisfy the donors by providing details on the Panchamukhi Shiksha and Panchamukhi programs being organized in Ekal villages.

Panchamukhi shiksha is part of Ekal Vidyalaya and hence NS is working for it, whereas working towards Panchamukhi programs has begun recently in project mode. Ekal Abhiyan enters the village through Vidyalaya and then through Yojana it grows to become a complete village development effort, which is the destination. Though the working system of NS varies, the responsibility of AP is the similar. The NS of Ekal Shiksha appoints the NAP while the NS of Yojana appoints Prakalp Prabhaari (PP).

Expectations under DRW:-

1. Monthly Reports – to Abhiyan Karyalaya
2. Half-yearly report – School Progress Report (SPR)
3. Yearly Report – Village Development Report (VDR)
4. Financial Report – MAR to Chapter
5. Photograph – Vidyalaya, Samiti and Satsang Kendra
6. Updating Website
7. Big Donors Report – Research Report (Baseline and Impact)
8. Ekal Success Report – Brilliant former student
9. Success Story
10. Special Impact News – Social Media
11. Gram Samiti, Acharya and Student Letters (GSL, TCL and STL)

Though sending all these reports is the responsibility of Anchal Samiti, it is the important responsibility of NAP to ensure that all the above reports are received in time as NS is answerable to the donors.

The primary responsibility of GS is to make Abhiyan a people's movement. That is, almost all the families of village and Sanch Kendra have to become a member of Abhiyan. Maximum families are to be brought-in at Anchal Kendra also. The major responsibility of Anchal Prabhaari (GAP) appointed by GS is to maintain good quality in our field activities in villages. For this, ensuring morale, enthusiasm, motivation and activeness of all Samiti and karyakarta at Village, Sanch and Anchal levels is the responsibility of GS.

1.4.1 Gunvatta (Quality)

A. TRAINING CAMPS → The quality of Vidyalaya or Yojana depends on the quality of training. Training camps are organized monthly and yearly. Though the Seva Vrati organizes the camp, it is the responsibility of the Samiti to ensure attendance, management and quality of the camp. NAP reviews the quality of the all the camps at Anchal office, through MIS. The reports on all Varga are sent to Abhiyan Karyalaya and after analyzing, care points (CRP) are sent to chapters. Review on CRP is made in Bhag Karya Samiksha (BKS) meeting, wherein NAP is present who is responsible to ensure execution of the decisions made in the meeting. GAP is also responsible to ensure the participation of all Samiti members in the Camp organized at Sanch and Anchal levels. All Camps are to be organized with local collections wherein the training and attendance shall be as expected. The Camps presently are organised as under:

No.	Camp (Varga)	Level	For	Period	Subject
1	Masik Abhyas Varga (monthly training camp)	Sanch	Acharya	24 hours	Prathamik Shiksha
	Abhyas Varga (Training camp-yearly)	Sanch	Acharya	7 days	Prathamik Shiksha
2	Abhyas Varga (Training camp-yearly)	Sanch	Gram Pramukh	24 hours	Gatividhi Department (Arogya, Vikas & Jagran)
3	Abhyas Varga (Training camp-yearly)	Sanch	Satsang Pramukh	3 days and 2 nights	Satsang activities
4	Dakshata Varga (Efficiency Camp-yearly)	Anchal	Karyakarta	5 days	Panchamukhi Shiksha
5	Kshamata Vikas Varga (Capability Development camp-yearly)	Bhag	Karyakarta	7 days	Developing Sanch karyakarta
6	Naipunya Varga (Proficiency camp)	Prabhag	Selected Anchal Karyakarta	10 days	Developing Anchal karyakarta
7	Naishnaatya Varga (Skill development/ Mastering camp)	Kendra	Bhag Karyakarta	5 days	Developing Bhag karyakarta
8	Kendriya Varga (Central Camp)	Kendra	Sambhag Karyakarta	3 days	Matters involved in developing Sambhag karyakarta

- B. GRAM SWABHIMAN DAAYITVA (GSD) →** Each and every Seva Vrati has been allotted 5-6 Vidyalaya villages under GSD plan. It is expected from them that every month they should visit one day and one night to each of these villages and ensure quality of all Ekal activities in these villages. For this, all the Anchal Seva Vrati karyakartas (SVK) are given information on Panchamukhi Shiksha, in Anchal Dakshata Varga. Apart from quality work on Panchmukhi Shiksha, the Gram Samiti should be active. As a result of these achievements, the villagers should be encouraged to own the Vidyalaya and as token thereof, Gram and Sanch Samiti with help of SVK should endeavour to collect funds from villagers, called Swavalamban Sangrah.
- C. ACHARYA SAMMAAN →** To maintain good quality of Vidyalaya, Acharya should have passion. A system of felicitating the selected Acharya in annual day functions at Anchal Kendra has been put in place. NAP will only enquire and get details for this. If it is appropriate, the best Acharya may be given an award. At Bhag Kendra, best Acharyas of each Anchal are felicitated. It is important that GAP must gather detailed information on Acharya Sammaan Program of Sanch and Anchal levels. And it is also GAP's responsibility to ensure organising this program at all levels. In Anchal annual day function, the Gram Pramukh of the village and parents of best Acharya are also being felicitated. Gathering information for this is also GAP's responsibility.

1.4.2 Satyapan (Verification)

Transparency and integrity are hallmark of Ekal working. It is common to make mistakes, but to continue with the mistakes is a crime and not to feel ashamed for the crime is a sin. Hence NAP and GAP have the responsibility of truthful behaviour.

- A. HANDLING FINANCE →** Recognition of any organisation rests on transparency in handling financial matters. In Ekal Abhiyan, both NS and GS are well recognized because of their commitment to financial transparency, the responsibility of this rests with NAP and GAP. NAP ensures that every payment is made to the right person. To cross check with the payment slip of Anchal is also NAP's responsibility. For this, arrangements are made at Chapter Level through Mahila Samiti / Karyalaya to enquire from Acharya and Seva Vrati about receipt of the funds. Most sensitive and affected by financial matters is Acharya and because of wrong entries for Acharya's serious mistakes have been experienced. It is responsibility of NS to ensure a sense of discipline from Acharya to Samiti that they will be dealt with for any irregularities and there are provisions for appropriate punishments too. GS has the responsibility of detailed checking of the payments by having permanent and regular contacts with Acharya, Gram Pramukh and Sanch Samiti Pramukh. For this, GAP has to ensure authenticity of each payment made. Anchal and Sanch Mahila Samiti of GS has major role in this. They can contact the lower levels over phone and based on confirmation from them the Anchal Samiti signs the reports. NAP and GAP at their levels warn the Anchal Samiti on various issues involved in financial matters.

- B. REPORT** →Based on Sanch and Anchal MAR, the review of work is made by Chapter. But the primary responsibility of scrutinizing the signature of Samiti member rests with NAP. For this, review is done once or twice a year through personal visit and then over phone. However, it is the responsibility of GAP to ensure correctness of the records prior to being signed by Samiti.
A verification team of ladies is being set up at all levels by GS and only in consultation with this team the Samiti takes any decision on Karyakarta.
- C. PENALTY** →In any family organization self-discipline is important. But in social organization, though we wish to create good atmosphere for self-discipline, there are also provisions for disciplinary penalties to ensure smooth functioning of family or social organization. Though, in idealist organizations, atmosphere prevails for self-discipline, it is difficult to tell about all the Karyakarta. Hence, provisions are made to impose punishment for financial irregularities – Samiti or Seva Vрати. It will be right to talk to various sides before arriving at a conclusion. Assistance of the Fact Finding Team (FFT) set up in Delhi will be utilized for this.
- D. SYSTEMS**→ The life of any organization depends of robustness and implementation of their systems. The book on Ekal Systems has been published by Abhiyan Karyalaya and is updated from time to time. For proper interpretation of the same, articles are written periodically. NAP and GAP are requested to thoroughly study these. The strength of Anchal Prabhari is good knowledge of systems which are prescribed for operations. It is desired to organize annually Chapter Orientation Course (COC) and Anchal Orientation Course (AOC). It is desired that NAP and GAP share the subject issues and arrange for these. They have the responsibility to ensure that the SVK follow the laid down systems during their Pravas.

1.4.3 Strengthening Samity

Ekal Seva Vрати Karyakartas (SVK) come from rural areas and they need to be empowered with skills and be developed. This is primary responsibility of GS. A representative is elected based on the number of Pravas made in a month by the member of Samiti. For instance, Kendriya, Sambhag, Bhag and Anchal Pratinidhi is a person who is prepared to attend various review meetings, training camps and other meetings and to travel in his area to strengthen the Anchal/Sanch Samiti. It is the primary responsibility of GAP, it is desirable that NAP could also cooperate in strengthening Anchal Samiti. It will be the responsibility of NAP and GAP to organize scheduled weekly meetings, monthly interactive meeting, Vanayatra and enquire about attendance of Samiti in training camps and their regular Pravas.

1.4.4 Decision making process

The decisions are made through collective discussions, consultation and by consensus. No one person in any position is authorized to take decisions. The Central Executive Committee forms teams of Abhiyan Samiti at Prabhag, Sambhag, Bhag and Anchal levels, for the purpose. These Samiti teams have detailed discussions and decide in their monthly meetings. Decisions which have financial implications are approved by the equivalent executive committee. Other important decisions are on issues relating to quality, regularity, appointment, promotion and retirement of Seva Vrati and Samiti Karyakarta. In this decision making process, it is the responsibility of NAP and GAP to ensure that the family and the social sentiments are duly considered. Ekal insists to follow strict discipline and avoid arbitrary decisions by Samiti or Seva Vrati.

- A. ABHIBHAVAK (GUARDIAN)** – Each member of Samiti must become an Abhibhavak for Seva Vrati and meet the Seva Vrati at least once a month. The more Abhibhavak is tender and sensitive, the more will Karyakarta be encouraged and motivated. Karyakarta gets the lessons on discipline and the touch of affection from the family members of Abhibhavak. One Abhibhavak should take care of not more than two karyakarta. NAP and GAP both shall discuss the role of Abhibhavak with the Samiti members.
- B. PARIWAR SAMPARK** – If Abhibhavak members visit their Seva Vrati's homes, it will increase the ability to manage and improve Seva Vrati. NAP and GAP should enquire about this.
- C. PRAVAS** – It is the duty of Seva Vrati to visit Vidyalaya village maximum days and the abhivavak is responsible to enquire and encourage Seva Vrati for this. The correctness of travel form should be ensured in discussion with SVK, before signing it. If NAP and GAP discuss on this issue, the quality of our work will improve.
- D. OBJECTIVITY** – Although there is an attempt to create awareness on Ekal goals among Karyakartas in every camp, it is the responsibility of the Abhibhavak to encourage karyakarta to participate in Sanga Shiksha Varga, Parishad Shiksha Varga or Sevika Samiti or Durga Vahini Varga. NAP and GAP shall enquire about these.
- E. SVK CLASSIFICATION** – Based on the years of service, dedication (days of visits) and achievements, each karyakarta is classified. Consulting with Abhibhavak has major role in classifying them under Dhyeya Vrati and Jeevan Vrati classes, the details of which shall be enquired and provided by NAP and GAP.

1.5 ABHIYAN WORKING

1.5.1 Ekal Abhiyan Karyalaya (ABK)

Ekal Abhiyan Karyalaya is situated at Kolkata. Central Management Team (CMT) meets every month. Various reports from Bhag Kendras are discussed and summarized and final National summary reports are prepared under the following heads. These reports give the summary of total working of the Ekal Abhiyan. ABK handles all disciplines of Abhiyan like: Primary and Sanskar Shiksha, Arogya, Gram Vikas, Jagaran etc.

S.No.	Report Name	Description (Contents)
1.	Anchal Report Chart	The number of reports received from Anchals.
2.	Balance Reconciliation Chart	Position of cash and bank balance reconciliation at each Anchal.
3.	Prashikshan Varg Chart	Position of monthly and half yearly training vargs.
4.	School Grade Chart	Category of schools on the basis of working days.
5.	Financial Discipline Chart	Status of financial discipline at various places.
6.	Arogya Chart	Healthcare education working.
7.	Gram Vikas Chart	Development education working.
8.	Teaching Material Chart	Position of study material distribution.
9.	Donor Feedback Chart	Position of reports sent to chapters for DRW.
10.	Website Chart	School information available on website.
11.	School update Chart	Position of schools closed/ reopened during the month
12.	GSS Working Report	Working of Swavlamban collection etc.
13.	Seva Vrati Shreni(SVS)	Classification of Seva Vraties
14.	Samity Shreni (SMS)	Classification of Samity

1.5.2 Output Reports

Based on above reports, Abhiyan Karyalaya prepares output reports as follows:

- i. Monthly Update Report - MUR-Monthly
- ii. At a glance - ATG-Monthly
- iii. Summary Chart - SMC-Monthly
- iv. Marching Ahead - MAH-Half yearly

1.5.3 Care-points of Reports

These reports are analyzed and care-points are generated by Zonal Convenors. The care-points are of the following three categories:

- a. Omissions/errors in the reports and non-receipts of the reports co-ordination for action plan from Anchals. Responsibilities of AKT.
- b. Non-performance which require improvement. Responsibilities of SCC, BCC.
- c. System breakdown i.e. intentional or repeated errors related to financial and non-performance of laid down responsibility. Proper action is required by SCC,BCC.
 - i. The above care-points are forwarded to concerned SVK and the same is monitored by Zonal Co-ordinators for immediate correction.
 - ii. Presentations are prepared on the total working of Abhiyan Karyalaya depicting the comparative position of improvement achieved over a period of time.

1.5.4 Data-base

Data-base of the following items are updated regularly:

- i. School Data-base
- ii. Data of all the SVKs.
- iii. Contact details of Anchals, Bhag, Chapters, GS's.

NOTE: Abhiyan Karyalaya is working as an information centre about various activities of Ekal Abhiyan.

1.6 MANAGEMENT INFORMATION SYSTEM (MIS)

A customised inhouse developed MIS software includes following information:

1.6.1 Working Team:

A.	1.	Working Team	1.	Village
			2.	Sanch
			3.	Anchal
	2.	Software is designed to assign categories on performance and give actual number in statistics part.		
	3.	a)	Input software is used at District (Anchal) office level.	
		b)	Output software is used by various functionaries.	

B.	1.	Drop out members - This year		
		- Earlier Years		
	2.	Training of Full-timers	1.	One Time
			2.	Two times
			3.	Three times
			4.	Four times
C.	Performance:	1.	Touring of SVK at different level.	
		2.	Result performance of SVK.	
		3.	Regularity of Training programme.	
		4.	Regularity of Local committee meetings.	

1.6.2 School

A.	1.	Number of Schools	1.	Established
			2.	Regular
			3.	Irregular
	2.	Number of Schools with materials	1.	Nameplate
			2.	Black board
			3.	Acharya Diary
			4.	Saraswati Photo
			5.	Charts
			6.	Attendance Register
	3.	Drop-out Number	1.	Teacher
		2.	Village	
B.	Performance:	1	Category of school, i.e. Acharya on the basis of	
		1.	Regularity of School	
		2.	Attendance of students	
		3.	Syllabus Compliance	
		4.	School Material Compliance	
		5.	Overall impression of performance.	
		2	Category of school on the basis of supervision visit by -	
		1.	SVKs.	
		2.	Local committee Members.	

1.6.3 Students

A.	1.	Number of Students	1.	Gender-wise	a)	Male	
					b)	Female	
					c)	Total	
				2.	Age-wise	a)	Bal (<10 years)
						b)	Kishor (10-14 years)
						c)	Total
				3.	Joining year-wise	a)	1st year of schooling
						b)	2nd year of schooling
						c)	3rd year of schooling
		2.	Student Attendance	1.	A Grade		80% and above
					B Grade		60% to 80%
					C Grade		<60%
B.	Performance:	1.	Category of student on the basis of				
			1.	Examination performance			
			2.	Competition performance			
			3.	Attendance performance			
			4.	Subject(seven subject) wise performance			
			5.	Overall Development.			

1.6.4 Village

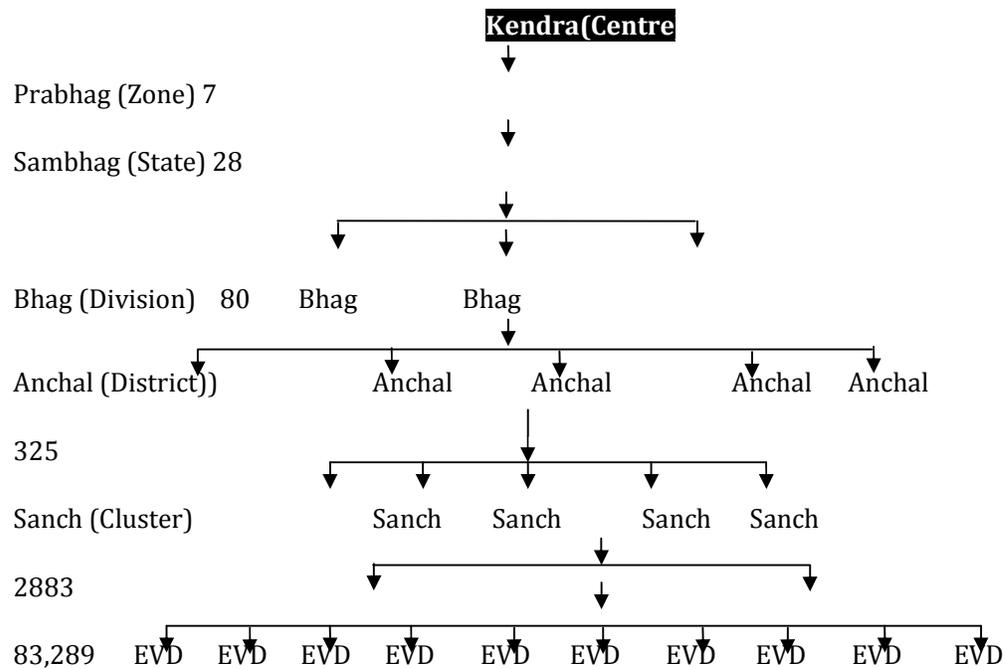
A.	Statistics	1.	Total population	
		2.	Literacy	1. Male
				2. Female
				3. Total
B.	Performance	1.	In respect of local collection under self-reliance scheme	
		2.	Mass participation in Social Activities	1. Prayer assembly
		3.	Basic Facilities	1. Health Care
C.	Awareness Programme	1.	Tree plantation	
		2.	R.T.I.	
		3.	Compost for organic farming	
D.	Villagers	1.	Participation in Monthly Meetings	

2. ADMINISTRATION

2.1 ORGANIZATION STRUCTURE

S.No.	Level	No. of Schools	Committee
1.	Gram (Village)	1	Gram Samity
2.	Sanch (Cluster)	30	Sanch Samiti
3.	Anchal (District)	360 to 480	Anchal Abhiyan Committee
4.	Bhag (Division)	1,800 to 2,400	Bhag Abhiyan Committee
5.	Sambhag (State)	5,400 to 7,200	Sambhag Abhiyan Committee
6.	Prabhag (Zone)	20,000-30,000	National Chapter Karyakarini
7.	Kendriya (National)	100,000	Central Executive Committee

2.2 OPERATIONAL ORGANISATION STRUCTURE



(no as of January 2019)

2.3 CO-ORDINATION – AT ANCHAL LEVEL

	S.No.	Committees	Co-ordination	Purpose
	1.	Functional Committees	1.Finance Management	System guard
			2. Evaluation	Reporting and Database
			3. Quality control	Work Analysis
			4. School visit	Motivation
	2.	Organization	1. Mahila working	Organizational support
			2. Youth working	Value addition
			3. Monthly get-together	Ideological commitment
			4. Annual Function	Awareness

Note:	<i>Exepcted periodicity of travel</i>	<i>1. Bhag Prabhari of National Chapter to Anchal:- twice a year.</i>
		<i>2. Anchal Prabhari of state chapter to Anchal: Twice or Thrice a year</i>
		<i>3. Quality control committee/GS members: as felt necessary</i>

2.4 LOCAL PARTICIPATION

- i. Gram Pramukh will be known as Vidyalya Care Family (VCF)
- ii. Saneh Sampark Pariwar (SSP) incharge of each Ekal village will be located at Sanch Kendra. Only ladies will be the part of SSP.
- iii. One family at Anchal Kendra for a each vidyalaya of that Anchal will be called Sanrakshak Pariwar (SKP).
- iv. 30 SKP of one sanch will be termed as Sanch Sanrakshak Pariwar (SSP).
- v. Vidyalaya Sanrakshak Mandal (VSM) includes
 - a. VCF- Vidyalaya Care family at Village Level
 - b. SSP- Sneh Sampark Pariwar at Sanch Level
 - c. SKP- Sanrakshak Pariwar at Anchal Level
- vi. Anchal care family (ACF) incharge for Anchal, to be located at Bhag/chapter Kendra
- vii. Bhag care family (BCF) incharge of particular Bhag, located at Sambhag Kendra.
- viii. Objective :Quality control
 - a. Analysis of data and reports.
 - b. Sending Analysis opinion to concerned person(s).
 - c. To VCF for school visit.

2.5 MONTHLY SAMISKHA BAITHAK SCHEDULE

Level	Sl.	Baithak	Time	Participants	Convenor
Village	1	Gram Samity	2 hr.	8 types of Samities	Sanch Team /GSD
Sanch	1	Sanch Samity	2 hr.	Sanch Samity & Sanch Toli	Anchal Team
	2	SSP Meet	3 hr.	Acharya	Anchal Team
Anchal	1	Report Collection	1 day	Sanch Pramukh	AKP
	2	Anchal Karyalaya Samiskha	1 day (1 st Half)	Sanch Toli	Anchal Team
	3	Anchal Karya Samiskha	1 day (2 nd Half)	Anchal SSP & Anchal Toli	Anchal Core Committee
Bhag	1	Bhag Karyalaya Samiskha(BKS-1)	1 day	Anchal Karyalaya Pramukh	BKP
	2	Bhag Karyalaya Samiskha(BKS-2)	1 day (1 st Half)	Anchal Toli (Punchmukhi)	Bhag SSP & BAP
	3	Bhag Karya Samiskha(BKS-2)	1 day (2 nd Half)	Anchal Pratinidhi & AAP	Bhag Core Committee
Sambhag	1	Sambhag Karyalaya Samiskha(SKS-1)	1 day (1 st Half)	Bhag Karyalaya Pramukh	SKP
	2	Sambhag Karya Samiskha(SKS-2)	1 day (2 nd Half)	Bhag Pratinidhi & BAP	Sambhag Core Committee
Prabhag	1	Prabhag Karyalaya Samiskha(PKS-1)	1 day	Sambhag Karyalaya Pramukh	AKT
	2	Prabhag Karya Samiskha(PKS-2)	1 day	Sambhag Pratinidhi & SAP	Funding Chapters
Kendra	1	Central Karyalaya Samiksha	1 day	AKT	KVT
	2	Central Management Team	1 day	AKT & KVT	ABK Samity

2.6 QUARTERLY SAMISKHA BAITHAK SCHEDULE

Prabhag	1	Prabhag Toli	1 day	P.Pramukh, SVP, SAP	Prabhag Prabhari
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2.7 ANNUAL CALENDAR

Month	Work and Program
April	<ul style="list-style-type: none"> • UPDATED Students Information (SIF), Karyakarta Information (KIF), Gram Swabhiman Dayitva list (GSD), Parivar Sampark Gat (PSG), Vidyalaya Progress Report-2 (SPR-2), Sanskar Kendra Vivaran (SKIF) - are to be sent to Funding Chapter and registration of students to be completed. • Details of Teaching Materials, Dakshata Varga and subject-wise Kshamata Vikas Varga • 24/04-Panchayati Raj Day, Sri Ram Navami
May	<ul style="list-style-type: none"> • Gram Samiti, Acharya and Student Letters (GSL, TCL and STL) • Acharya Abhyas Varga (Yearly)
June	<ul style="list-style-type: none"> • Remaining/balance Acharya Abhyas Varga (Yearly), Annual Photography works, Vidyalaya and name board details • 05/06-International Environment Day, 21/06-International Yoga Day, Rivers Day (Ganga Dusshera)
July	<ul style="list-style-type: none"> • Acharya and Seva Vrati Karyakarta Examination • Tree plantations (Vrukshaaropan)
August	<ul style="list-style-type: none"> • Gram Pramukh Varga • RakshaBandhan (with defence personnel), Sri Krishna Jayanthi
September	<ul style="list-style-type: none"> • Survey of teaching materials (for Deepavali session), half-yearly examinations, upasanch level sports competitions, satsang Pramukh varga
October	<ul style="list-style-type: none"> • School Progress Report (SPR-2), Sanch Sammelan, Sanch level sports competitions • 02/10-Gram Swaraj Day
November	<ul style="list-style-type: none"> • For Funding Chapter-Teaching materials request letter, Anchal Sammelan (between November and February)
December	<ul style="list-style-type: none"> • Beginning of PRP works
January	<ul style="list-style-type: none"> • Village Survey (other sanch), wall writing, Naishnatya Varga for Prathamik Shiksha, Naishnatya Varga for Sanskar Shiksha, Central Workshop of Gatividhi Department and Central Workshop of Karyalaya Department • 12/01-National Youth Day, Vidyalaya Annual Function (January and February),
February	<ul style="list-style-type: none"> • Budget Proposal (BDP), Prabhag-wise Naipunya Varga of Prathamik Shiksha, Prabhag-wise Naipunya Varga of Sanskar Shiksha, Prabhag-wise Workshop of Gatividhi Department and Prabhag-wise Workshop of Karyalaya Department • Saraswathi Pooja (Vidyalaya Annual Function)
March	<ul style="list-style-type: none"> • Publication of PRP, For Funding Chapter-Specimen Signature Chart (SSC), Annual examination, • Anchal Annual Function, Acharya and Seva Vrati Felicitation (top ten)

Note: It is expected to organize the Masik Vichar Gosthi and Vanayatra at Anchal level every month. To establish the importance of Vanayatra and to have Vanayatra regularly, Vanayatra is mandatory for the executive members.

Annual functions will be organized in each unit from Village to Chapter and report of the same will be obtained through Abhiyan Karyalaya.

3 SCHOOL OPENING AND EXPANSION

3.1 SCHOOL OPENING

(Estimated Period 6 months)

- i. Identification of Anchal (Project) Area:
A compact geographical Area with predominantly rural and deprived population: 10 to 15 development blocks.
- ii. Formation of local samities:
 - a. At Anchal Kendra- with eminent businessmen, professionals and social activists.
 - b. At sanch Kendra- with active, reputed local persons.
 - c. At village level- with reputed active villagers.
- iii. Selection and Training of SVKs:
 - a. Karyakarta Chayan Varg will be held for selection.
 - b. Four tested and dedicated youth at Anchal Level.
 - c. Two local youth at sanch (cluster) level.
 - d. Sankalp Patrak to be filled in, followed by allotment of KID.
 - e. 5 days' Dakshta varg at Anchal level.
- iv. Village survey- selecting villages as per criterion (para-3).
- v. Teachers' selection- selecting teachers as per criterion (para-4) and finalizing list after motivation test. Acharya Sankalp Patrak to be filled in.
- vi. Primary Training- 5 days initial training by Anchal trainers.
- vii. Inauguration of schools- village Level function.
- viii. Registration of students.
- ix. Monthly Acharya Abhyas varg (for 24 hours) at sanch Level.
- x. School Information (SIF) is sent after schools are opened.

3.2 AFTER THE SCHOOL IS ESTABLISHED

- i. Half-yearly Teachers' Abhyas varg (refresher course) for 5 days.
- ii. New schools are allotted to donors after initial working.
- iii. Anchal Reports (MAR, MWR) are prepared.

3.3 VILLAGE SELECTION CRITERIA

- i. Predominantly tribal, rural village with population from weaker sections.
- ii. Availability of suitable teacher from the same village.
- iii. Formation of Gram samity with responsible villagers.
- iv. Coverage of important villages of the panchayats in the block.
- v. Village committee should have or maintain influence over nearby 3-4 villages.
- vi. To cover 30 villages in one block area.

3.4 TEACHERS SELECTION CRITERION

- i. Local youth educated up to matric level.
- ii. Selection by Gram samity.
- iii. Youth should have dedication for the development of his/her village.
- iv. Livelihood to stay in village for a long time.
- v. Youth should have influencing and leadership qualities.
- vi. Youth must have good character and moral values.
- vii. Proposals for appointment of teachers by Sanch Samity.
- viii. Appointment of Acharya by Anchal samity.
- ix. Priority to be accorded to female teacher.

3.5 LOCAL COMMITTEES (SAMITIES)

- i. At District- Anchal Samity- For co-ordination and Administration.
- ii. At Block- Sanch (cluster) Samity- For supervision, quality and monitoring.
- iii. At village- Gram Samity- For Monitoring the school.

3.6 SCHOOL EXPANSION POLICY

Long Term vision is approved by ABT and Growth Plan forms part of the Vision document. Annual plans are drawn and broken in two sessions for opening of new schools. The selection of area for growth is made taking into consideration of relevant factors like state of backwardness, level of literacy, level of quality of school education, conflict zones, remoteness etc.

3.6.1 Advance Planning

- i. Advance planning must be finalized at least one year ahead.
- ii. Plan should match to Area plan (ARP) and proposed Resource Plan (PRP). In exceptional cases of CSR or foreign support, a NS/GS may be allotted a full Anchal (with minimum 270 schools) outside its territory under normal ARP.

3.6.2 Permission

- i. Consent by Bhag Abhiyan Samity (BAC) for quality as per vistar guidelines (VGL) for present Anchal.
- ii. Bhag Samity will send proposal to NS/GS for approval.
- iii. Commitment by Secretary of Chapter/GS in writing.

3.6.3 New schools

- i. One year target within Anchal for four sanch (120 schools).
- ii. Prathamik varg of Acharya must be completed as per training schedule.
- iii. Schools are to be established in Ram Navmi (RMS-April) and Deepavali (DPS-October) Sessions, in normal cases.
- iv. Every Anchal (480 schools) is expected to be completed in 4-5 years.

3.6.4 Changes

- i. Drop-out Acharyas must be replaced within two months.
- ii. Location of school can be changed within same revenue village.
- iii. In case replacing of school outside village to a new village becomes imperative, the donor must be informed immediately, but within a month in any case. The CSR donors should be refunded the teacher Maandhan not spent due to such breaks.

3.6.5 Definition

- i. Area Plan (ARP) for the area allocated to Nagar Sangathan (NS).
- ii. Proposed Resource Plan (PRP): Sanctioned number of schools as per financial resources available for allotment to donors for specific Chapter/GS in the current year.
- iii. Allotment Chart (ALC): Schools allotment to donors of specific Chapter/GS.

3.6.6 Vistar (Expansion) Guidelines (VGL):

Before expansion existing performance of schools of Anchal should be consider on following points:

- a. Schools regularity in Anchal (A+B Grade)
- b. Training regularity (A+B Grade)
- c. Reporting regularity (A+B Grade)
- d. Samity collection (A+B Grade)

A grade denotes performance level of 80% and above. B grade relates to level of 60-80%.

- **School in progress**-Number of schools for which initial working has been started.
- **School Regular**-Number of schools for which all the parameters are properly complied with.
- **School irregular**-Number of schools where some disruption is caused for a short while (up to two months).
- **School closed**-When an irregular school is not functioning for last three months.
- **Replaced school**-In case the school location is shifted to other hamlet in the same revenue village.
- **Reopened school**-When a closed school restarts in the same village.

Note : School list must be approved by Bhag Abhiyan Samiti.

4. TRAINING

S.No.	Particulars	Duration	Participants	Trainers
4.1 UP-SANCH(SUB CLUSTER) LEVEL TRAINING				
A.	Masik Satsang Varg	3 Hrs. Monthly	Gram Pramukh, Assembly Pramukh, Acharya	Sanch Team
4.2 SANCH (CLUSTER) LEVEL TRAINING				
A.	Prathmic Varg (Primary Training)	5 days one time	New Teachers	Anchal Team
B.	Abhyas Varg	5 days Half-yearly	Teachers	Anchal Team
C.	Masik Abhyas Varg (Monthly Orientation)	Monthly- 24 hours	Teachers	Sanch Team
4.3 ANCHAL (PROJECT AREA) LEVEL TRAINING				
A.	Dakshata Varg	5 days-Yearly	All SVK	Bhag Team
B.	Karyalaya Samiksha Varg	2 days-Monthly	Anchal Team	AnchalAdhikari (BhagTeam)(Samity members will attend the specific session)
C.	Anchal Orientation Course (AOC)	1 day-Half-yearly	Anchal Samity	Sambhag Team

- Note:**
1. Anchal Team consists of -
 - a. Three members of Anchal Training Team and
 - b. Sanch Team

 2. Anchal Shiksha Samity consists of retired or working Teachers, doctors, agriculturists and professionals of Anchal Kendra

S.No.	Particulars	Duration	Participants	Trainers
4.4 BHAG (DIVISION) LEVEL TRAINING				
A.	Karyalaya Samiksha Varg (Review, Monitoring and Planning)	Two days-Monthly	Bhag Team	Sambhag Team (Samity members will attend the specific session)
B.	Chapter Orientation Course (COC) for Chapter	1 day-Half-yearly	Executive committee of Chapter	Central Team for NS.
4.5 SAMBHAG (STATE) LEVEL TRAINING				
A.	Naipunya Varg (Primary education)	3 days-Yearly	Anchal Team SVK	Master Trainers
B.	Karyalaya Samiksha Varg (Review, Monitoring and Planning)	1 day-Monthly	Bhag Karyalaya Pramukh	Sambhag Team (Samity members will attend the specific session)
	Naipunya Varg and Dakshata Varg (Gatividhi Vibhag)	3 days-Yearly	Anchal & Bhag Gatividhi Pramukh	Master Trainers (STO)
C.	Vyas Dakshata Varg(Krishna Katha)	7 days-yearly	Vyas Kathakar	Acharya Kathakar
D.	Vyas Dakshata Varg(Ram Katha)	9 days-yearly	Vyas Kathakar	Acharya Kathakar
E.	Satsang Sadhak Gunvatta Varg	5 days - yearly	All Satsang Sadhak	Vyas Kathakar
F.	Satsang Sadhak Prathamik Varg	20 days - yearly	Newly recruited Sadhak	Vyas Kathakar
G.	Vyas Kathakar Prathamik Varg	30 days - half yearly	Newly Recruited Vyas Kathakar	Acharya Kathakar
4.6. PRABHAG (ZONE) LEVEL TRAINING				
A.	Naipunya Varg of Sanskar shiksha	5 days-yearly	Bhag and anchal toil	Master trainers (STO)
B.	Karyalaya Vibhag Workshop (Evaluation Training)	3 days-yearly	Anchal Karyalaya Pramukh	Sambhag Karyalaya Toli(STO)
C.	Karyalaya Samiksha Varg (PKS)	2 days-Monthly	Sambhag Team	Abhiyan Karyalaya Toli (AKT) (Samity members will attend the specific session)

4.7 NATIONAL (ZONE) LEVEL TRAINING

S.No.	Particulars	Duration	Trainees	Trainers
1	Central Work shop of Primary Education-	2 days	Master Trainers (STO)	Expert Trainers
2	Central Workshop of Gatividhi Vibhag	3 days	Master Trainers (STO)	Expert Trainers
3	Naishnatya Varg of Sanskar Shiksha	5 days	Master Trainers (STO)	Expert Trainers
4	Central Work shop of Karyalaya Vibhag	3days	Master Trainers (STO)	Expert Trainers
5	Main Prashikshan	5 Months Half Yearly	Vyas Kathakar trained in Prathamik Varg	Acharya Kathakar
6	Nav Chaitanya Varg	30 days bi-yearly	Vyas who completed 2 years	Acharya Kathakar

1. For all the training camps at all the levels, it is mandatory to have the Organizing Committee and Camp Officer (Varga Adhikari).
 2. After completion of all the training camps, the list of present and absent trainees is to be sent regularly in the prescribed format by email to **ekalpsk2018@gmail.com** of Prashikshan Samiksha Kendra, Nagpur. This is to be sent through Karyalaya Pramukh of the said level.
 3. Any Seva Vrati karyakarta who is absent for three consecutive camps will be relieved from Ekal sewa.
 4. Anchal, Bhag and Sambhag Abhiyan Pramukh have to be present for the entire Prathamik Shiksha Varga of their area.
 5. Purak varga to be organized for absent Acharya and if they are absent for this, the Acharya must be made present in any other varga at his/her own cost.
- One Training Vidyalaya in each Up-sanch is required whose teacher is experienced with long sewa and all trainings. The untrained Acharya of that Up-sanch will be trained by the Acharya of that Vidyalaya.
6. The syllabus of Prathamik Shiksha Training is classified into 3 categories and those who have participated in all the 3 categories will be called as trainer Acharya. Acharya Abhyas varga will be organized for 7 days in a year.
 7. It is mandatory for the Anchal Karyakarta to be present in the Masik Sanch Abhyas Varga and interact with each Acharya in the presence of Sanch Samiti.
 8. Under all circumstances, Masik Abhyas Varga has to be organised for 24 hours, wherein the office-bearers of Sanch Committee must be present without fail.

5. SCHOOL FUNCTIONING

5.1 PRIMARY EDUCATION (PRATHAMIK)

5.1.1 Curriculum:

- i. Age Group 6 to 14 Years.
- ii. Subjects –
 - a. Language
 - b. Arithmetic
 - c. General Knowledge & Basic Science
 - d. Moral Education
 - e. Healthcare Awareness
 - f. Craft and creativity
 - g. Yogasan & Games
- iii. Teacher’s Guide Books-
 - a. Prashikshan Avam Pathyakram –Training and Syllabus
 - b. Acharya Margdarshika – Teacher Handbook
 - c. Khele Kude Nache Gaye – Play, Songs and Story Book
 - d. Achchhe Bachche Achchhe kaam – Moral Education

5.1.2 School functioning

S.No.	Subjects	Timing
1.	Prayer	15 Minutes
2.	Language	30 Minutes
3.	Arithmetic	30 Minutes
4.	General knowledge and Basic science	30 Minutes
5.	Songs/stories	10 Minutes
6.	Drama/Handcraft/Indoor Games	30 Minutes
7.	Outdoor Games/Yogasan	30 Minutes
8.	National Anthem	5 Minutes
		180 Minutes (3 Hrs.)

After completing 3-4 years course in Ekal Vidyalayas, students are capable and expected to obtain admission in nearest formal Government/Private Primary school in class 5 to 6.

5.1.3 School Material

From funding chapter –

a. For School

1. Black Board
2. Name Plate (school board)
3. Potraits: Saraswati and Bharat Mata
4. Charts-4

b. For Teacher:

1. Attendance Register
2. Prashikshan Avam Pathyakram – Training and Syllabus
3. Acharya Margdarshika – Teacher Handbook
4. Khele Kude Nache Gaye – Play, Songs and Story Book
5. Achchhe Bachche Achchhe kaam – Moral Education

c. For Students:

1. Chalk
2. Slate
3. Note Books and
4. Pencil

Note: 1. Additional materials like – chair, table, bell, bucket/ pitch etc. are arranged by Gram samity.

2. The name of hamlet must be mentioned on sign-board under bracket after the village name.

5.2 VILLAGE EDUCATION

* In Ekal system, village education is managed by Gatividhi department. The **three divisions of Gatividhi department** are –

1. Arogya Yojana,
2. Gramothan Yojana and
3. Gram Swaraj Manch.

The Pramukhs of all these three also will be called as Saha-Gatividhi Pramukh, apart from being Pramukh of their own division.

5.2.1 Health Care Education

- I. **Arogya Yojana** –Arogya Yojana will be extended to all villages. One active female member of the village is to be trained and appointed as Arogya Pramukh. She will be given training twice a year. She will serve the villagers through home remedies and panchagavya remedies. Soak pits and Waste pits to be made under cleanliness program. Health Camps to be organized twice a year in Pragat or IVD Sanch and once a year in other Sanch.
- II. **Arogya Prakalp** –All special experiments run under Arogya will now be known as Arogya Prakalp.

5.2.2 Development Education

- I. **Gramothan Yojana** –Gramothan Yojana will be extended to all villages. One active farmer of the village will be trained and appointed as Gramothan Pramukh. He will be given training once a year. He will try to bring the atmosphere for organic farming in the entire village.
- II. **Gramothan Prakalp** –All the special experiments run under Gramothan will now be known as Gramothan Prakalp wherein villagers will be provided skill development and training in organic farming. For this purpose, few Prabandhan Karyakarta will be appointed who will be a graduate with English and Computer knowledge.

5.2.3 Empowerment Education

- I. **Gram Swaraj Yojana**–Gram Swaraj Yojana will be extended in all the villages. An active youth of the village will be trained and appointed as Gram Swaraj Manch Pramukh. He will be given training once a year. In entire village, he will be implementing the government schemes, form Vivekananda Youth Club joining the youth of the village and organize various types of sports competitions. To protect democracy, mobilize all the youth and organize voter awareness campaign before elections.

5.2.4 Masik Pathshala (Monthly workshop)

(for 3 Hrs)

Monthly workshop will be organized in each village for **Healthcare Education(Arogya Yojana), Development Education (Gramothnan Yojana) and Empowerment Education(Gram Swaraj Yojana)**. A morning walk may also be organized on this day. Monthly workshop will be the responsibility of Gatividhi Department.

5.2.5 Saptahik Pathshala (weekly sanskar kendra)

(for 3 Hrs.)

Every village has weekly assembly (sanskar Kendra). Sanskar Kendra will be functioning as Weekly Classes (Saptahik Patashala) and Satsang Sadhak will be responsible for this.

Joining hands with other organizations, health education and awareness camps/programs to be organized, wherein diagnosis of ailments which need one-time consultation to be provided (like teeth & eye) and training to be given on healthy life style.

5.3 SEVA VRATI KARYAKARTA

1. Seva Vrati Karyakarta selection criterion:
 - I. Youth educated minimum 10+2 level.
 - II. Selection by Anchal Abhiyan Samity based on Karyakarta Chayan varg..
 - III. Youth should have dedication for the development of his/hervillage.
 - IV. Livelihood to stay in village for a longtime.
 - V. Youth should have influencing and leadership qualities.
 - VI. Youth must have good character and moral values.
 - VII. Proposals for appointment of Karyakarta by Sanch Samity.
 - VIII. Such dedicated Karyakarta who can travel 25 days in every month.
2. It is mandatory to organize two days **Selection Camp (Chayan Varga)** while inducting new Seva Vrati karyakarta and the presence of Sambhag Abhiyan Pramukh or Sambhag Vikas Pramukh is mandatory in that camp.
3. The responsibility for proposal and for approval of accepting application of Sewa Sankalp initially and change in responsibility later for Acharya and karyakarta would be as under:
 - Teacher – Proposal by Village Committee, Selection by Sanch (Cluster) Samiti and approval by Anchal (District) Abhiyan Committee.
 - Sanch Team – Proposed by Sanch samiti, approval by Anchal Abhiyan Committee
 - Anchal Team – Proposed by District Committee, approval by Regional Committee
 - Bhag Team – Proposed by Regional Committee, approval by State Committee
 - Sambhag Team (except Sambhag & Bhag Abhiyan Pramukh) – approval by SAC for change within the Sambhag.
 - Bhag & Sambhag Abhiyan Pramukh and above – Approval by CEC or by designated sub-committee.
4. To make the Seva Vrati karyakarta understand their responsibility towards their work and behaviour, the increment will be stopped for those who have completed 5 years of service but could not produce any results, as efficiency bar. In this situation, the increase in honorarium and promotion will be stopped and after a year, seeing their progress, on the recommendation of their Vikas Pramukh and Pratinidhi, the ban on increment will be reconsidered. Degradation/demotion may also occur if the situation of non-progress continues for 2 years.
5. Up-sambhag Pramukh may be paid the honorarium equivalent to Bhag Pramukh.
6. For delegation of the works of Abhiyan, efforts should be made to establish that the Vikas Pramukhs deal with matters relating to SVKs and Samities. Abhiyan Pramukhs should deal with matters relating to quality field operations of Panchamukhi Shiksha.
7. A Karyakarta shall hold same responsibility in the same place for minimum of 2 years; in special circumstances, approval from the centre is required for changing the responsibility earlier to that.
8. If there is any demotion taking place, the honorarium will also decrease accordingly.
9. It is expected to constitute Mahila Samiti at all levels. At Sambhag level female Karyakarta to be appointed.
10. Adequate accommodation with food arrangements is to be made for women at all Bhag and Sambhag Kendra. Male and female accommodation must be at adequate distance from each other. Both should not stay in the same accommodation.

6. FINANCIAL MANAGEMENT

6.1 BUDGET OUTLAY (PRATHAMIK SHIKSHA)

A	Anchal Activity :-		Amount in Rupees		
	Sl.	Particulars	Per School	Total	%
	1	Reimbursement to Acharya	12000		60.00
	2	Training	5101		25.51
	3	School Materials	886		4.43
	4	Office Expenses	661		3.30
		Total:		17648	88.24
B	Central Activity:		-	-	-
		Bhag/Up Bhag Level Expenses:			
	1	Training	450		
	2	Office Expenses	255		
		Total :		704	3.52
		Sambhag Level Expenses:			
	1	Training	8		
	2	Office Expenses	78		
		Total :		86	0.43
		Central Level Expenses:			
	1	Training	374		
	2	Abhiyan Karyalaya, Gram Sangathan	28		
		Karyalaya & Sampark Karyalaya			
	3	Parivar Sahayata	70		
	4	Ekal Sansthan	40		
		Total:		512	2.56
C	Head Quarters Activity :				
	1	State Chapters	600		
	2	National Chapters	450		
		Total		1050	5.25
		Grand Total:		20000	100

6.2 FUNDING

i. Nagar Sangathan (NS): Chapters of Friends of Tribals Society (FTS), Bharat Lok Shiksha Parishad (BLSP), Ekal Vidyalaya Foundation of India (EVFI) & Shri Hari Satsang samiti (SHSS) are generally located in large cities to mobilize resources and monitor working in their respective areas.

ii. Gram Sangathan (GS): They mobilize financial resources through Samiti collections and at mass level through their members from medium and small cities and villages, with an objective of making the Abhiyan as Peoples Movement, in addition to their responsibilities for field operations.

iii. Ekal Vidyalaya Foundation of India (EVFI): Channelises the funds from various foreign countries, mostly donated by domiciled Indians, under FCRA regulations.

iv. All transactions are strictly through Banking system upto Sanch (Cluster) level.

v. Area Plan (ARP) – Geographical areas are allocated to three NS namely FTS, BLSP and EVFI and SHSS.

vi. Proposed Resource Plan (PRP) –The NSs prepare plan for number of schools to be funded by different chapters in their respective areas, approved by their respective executive committees. The PRPs include allocation for central activities based on a plan approved by CEC. The PRP for GSs are prepared by themselves.

vii. The PRP also gives details as to the resource of the funding of the schools together with classification for statutory and regulatory compliance.

viii. Process of disbursement from:

1. NS- H.O. (National) for:

- a) H.O. activity b) R & D activity c) Central activity d) Bhag activity
- e) Disbursement to SVKs and Acharyas

2. NS- Chapter (Bhag) for:

- a) Chapter activity b) Bhag activity c) Disbursement to Anchal d) Disbursement to SVKs and Acharyas

3. GS for:

- a) GS H.O. activity b) Disbursement to Acharyas for schools allocated to GS

4. Anchal for:

- a) Anchal level activity b) Anchal office Exp. and training varg

5. Mandhan (Teacher Honorarium), Sevavarti Honorarion & Travelling expenses are remitted by chapter/ GS directly to respective bank A/c by NEFT.

6. When there is a need, provision is made in BDP for Fixed Assets. In each place, in BDP of SHSS, provision will be made for accommodation of Mahila SVKs.

6.3 REPORTING SYSTEM

				Level	Report	Frequency
	1.	Reports	1.	Village	Gram Karya Vivran (Village work Report-GKV)	Monthly
			2.	Sanch	Sanch MAR and MWR	Monthly
			3.	Sanch	Teaching Material	Half yearly
			4.	Anchal	Village Survey Report MAR, MWR	Yearly Monthly
	2.	Data Base (for compilation)	1.	Village	School Information (SIF)	Yearly
					School Progress Report (SPR-I and II)	Half yearly
					Village Development Report(VDR)	Yearly
					Student Letter	Yearly
					Teacher Letter	Yearly
			2.	Sanch	Acharya Payment Sheet	Monthly
					Monthly Accounts Report(MAR)	Monthly
					Monthly Work Report(MWR)	Monthly
			3.	Anchal	MAR	Monthly
					MWR	Monthly
					Accounts summary	Monthly
			4.	Bhag	MAR	Monthly
					MWR	Monthly
					Abhiyan Management Report (AMR)	Monthly
			5.	Chapter	Chapter Performance Report	Monthly

3.Reporting System: From Field to Chapters:-				
Following system compliance is necessary -				
1. Reports from Anchal to NS H.O.				
a. Monthly Work Report (MWR) b. Monthly Account Report (MAR)				
2.Donor Feed-back Reports i.e. SIF, SPR-I and II, VDR, Photos and Letters from Teachers and Students as per schedule.				
4.	From NS to Field			
a.	Budget comparison	b.	Work Report Analysis	
c.	Financial discipline	d.	Donor Feed-back	
e.	Care Points compliance	f.	Approval by chapter Secretary for remittance.	
5.	Internal Audit:			
a.	Legal Aspects	b.	System Aspects	
c.	Sanskar Aspects			

6.4 FINANCIAL DISCIPLINE (GOLDEN RULES)

- a. Remittances and transactions through Banks only.
- b. No involvement of SVKs in Financial transactions, collection or disbursement.
- c. Two signatures on every travel Bill of SVKs (1) senior SVKs and (2) committee member (Abhibhavak)
- d. All Seva Vrati karyakarta should send their travel expenses form in the first fortnight (before 15th) of every month to their funding chapter. If the travel form is not received before the month end, the honorarium for the following month will be with-held till the travel forms of the previous months are received.
- e. Approval signatures on every report by any two of the following three:-
(1) President (2) Secretary (3) Treasurer
- f. Payment through banking system to all the SVKs and teachers alongwith other activity purposes.
- g. No personal advance to SVKs.
- h. SVK to submit tour plan for next month alongwith travel bill for previous month.
- i. Imprest advance to be brought to zero at the end of the year.
- j. The rent for the Karyalaya is to be transferred directly to the landlord's bank account by funding agency. Cash payments are to be stopped with immediate effect.

6.5 ONLINE REPORTING SYSTEM THROUGH MIS

a. Management information system (MIS):

Management information system is an important tool of management. With the expansion of activities under the Abhiyan, it has become imperative that we have reliable information available on real time basis. After getting vouchers from sanch at anchal, monthly accounts report (MAR) and monthly works report (MWR) are prepared. These reports are prepared and uploaded online in the system by Bhag Kendra. A grand summary of all such reports is prepared at Abhiyan Karyalaya which gives an updated position of the entire Abhiyan on various activities and factors at the end of every month.

- b. This system of data entry is fully computerized and web-based and the position of each and every anchal can be viewed centrally. Now efforts are on to integrate the MAR with the Tally accounting software so that no separate entry of accounting of the expenses booked in MAR is required.

6.6 DISCIPLINARY PROCEEDINGS AND PROCEDURES

Preamble

EKAL mission has been supported by community and therefore the critical need for all processes, persons and procedures to conform to highest standards of integrity cannot be over emphasized. The mission has acquired by now a large scale necessitating an organizational structure which is wide spread in field across Bharat. This leads to complexities of managing the processes including ensuring integrity. The complaints for undesirable behaviour on part of Acharyas /Sewa Vrati Karyakartas/Samiti members (all put together referred to as Karyakartas) have so far been few . The Karyakartas are not employees and they join the mission motivated by desire to serve the community voluntarily . Yet it is considered essential to lay down a procedure to deal with such cases in order to maintain order and discipline in the organization.

Types of Misconduct:

The misconduct on part of Karyakartas could be related to financial irregularity or managerial irregularity .These are listed for sake of examples:

i. Financial Irregularity:

- a) Embezzlement of mission funds in any manner,
- b) Keeping mission funds in personal custody longer than required,
- c) Violating any procedure or system laid down for carrying out various functions,
- d) Claiming excessive amount as expenditure than reasonable and actually incurred, by whatever method,
- e) Influencing , inducing or coercing other Karyakartas to do any act which results in financial loss to organization.

ii. Managerial Irregularity:

- a) Dereliction or laxity in fulfilling allotted duty,
- b) Acting against objectives ,principles and sprit of the organization ,
- c) Indulging in any kind of immoral and unethical act in relation to Mission activity or otherwise,
- d) Disobeying seniors ,spreading rumours and
- e) Indulging in any act which harms or may harm the cause of mission

3. On receipt of a complaint or suo motu, an enquiry would be conducted in the manner prescribed for the purpose separately (enclosed at Annexure A). The enquiry report would be send to the disciplinary authority relevant to the concerned Karyakarta which would take appropriate decision.

Disciplinary Authority (DA)

In all cases, the DA would be Abhiyan committee (Samity) acting in joint manner deciding through a resolution. The DA in various cases would be as mentioned hereunder:

<u>Karyakarta Level</u>	<u>Disciplinary Authority</u>
Village, Sanch and Anchal	Bhag Abhiyan Committee
Bhag	Sambhag Abhiyan Committe
Sambhag/Prabhag /Central	Central Executive Committeee

Penalties

- i. The penalties would be decided by DA , commensurate to the gravity of misconduct The Penalties are listed hereunder:
 - a) Warning
 - b) Censure
 - c) Transfer from place /or department
 - d) Demotion to a junior position and
 - e) Termination from organization sewa.
- ii. In case of financial irregularity, penalty would be of (d) or (e) above, in addition to recovery of the sums involved . in case of managerial irregularity, the penalty could be any of the above (a) to (e).
- iii. In case of reptitive irregularity committed by the same Karyakarta , the penalty could be any of the above (a) to (e).

Appeal

The Karyakarta who has been penalized may appeal, within 30 day of imposing penalty by DA , for review of the decision of DA . The Executive Committee next superior to DA would be the appellate Authority whose decision would be final.

Impact of Penalty:

The Karyakarta who has been penalized would not be considered for promotion to superior position for 2 years from the year in which he/she has been penalized. In case of penalty of termination; he /she would not be considered for association with the organization in any manner for at least 5 years. He/she could be considered only with prior approval of Executive Committe.

7. YOUTH WORKING AT CHAPTER

7.1 PR SUPPORT

Presentation

- a. Presentation about the mission and working of Ekal to different audience.
- b. Visual presentation through documentary short films and clipping.
- c. Power point presentation for different events.
- d. Photo chart presentation (photo album and graphic charts).

Connectivity:

- a. Ekal Friends finding pen friends for Top Ten list on web page of different states of Bharat.
- b. Contacting Top Ten list for different communications.
- c. Top Ten list includes (a) SVKs (b) Teachers and (c) Students.
- d. Enabling wider use of ConnectApp among SVKs, samity members and donors.

7.2 AWARENESS

7.2.1 Raffle Working

- a. Contacting different schools of big and medium cities.
- b. Making presentation before Teachers and students.
- c. Collecting funds through students on Raffle sheets.
- d. Organizing Vanyatra of Teachers and students collecting substantial sums.

7.2.2 Public Functions

- a. Arranging stalls in functions and giving visual shows.
- b. Distributing publicity material and canvassing for Ekal Vidyalaya.

7.2.3 Media Management

- a. Serving as news contact person for 'Ekal News' (e -monthly) and 'Ekal Prayas' (bi-lingual, bi-monthly) and 'Ekal Vaarta' (monthly) publications.
- b. Contacting print and electronic media for publicity.
- c. Arranging films to be shown in city cable network.

7.2.4 Web Publicity

- a. Pursuing donors to visit their page on web.
- b. Aggressive email drive for web publicity.
- c. Linking website to popular sites.
- d. Web audit cell.

7.2.5 Greeting Cards

Promote sale of Diwali greeting cards.

7.2.6. Adopt Vanvasi Student Yojna

Rs. 800 for one student and Rs.1600 for two students.

1. Use of social media to propagate Abhiyan activities.
2. Youth for Seva (YFS) for chapter working (Part of NS).
3. Yuva Vibhag for Anchal working (Part of GS).
4. Yuva Jagran Abhiyan, working of Gramothan Yojna.

8. MAHILA VIBHAG

8.1 FAMILY CONTACT

Background:

- a. Our objective is to develop emotional attachment between urban families and poor tribal families to develop strong bondage.
- b. Hence Mahila wing will play important role in city organization.
- c. Three types of activities for building an organization:
 - (i) Family contact – to make a homogeneous team.
 - (ii) Regular meetings and programmes – to develop habit of sacrificing time for the society.
 - (iii) Ideological impact – firm commitment for the cause.

Various Activities:

- a. Seva Patra Yojna – mainly for children.
 - (i) Family members to drop coins in Seva Patra to help for education of tribal boys and girls.
 - (ii) Activities of motivation of children of the family –
Birthday greeting card/phone call.
Making pen friend with Ekal Vidyalaya children.
- b. Collection of Articles –
 - (i) For gifts to Teachers and SVKs on sankranti/other festivals.
 - (ii) Teaching materials from manufacturers.
 - (iii) Locketts and pictures of gods and goddesses for villagers.
- c. Care families –
 - (i) Identify SSP, SCF, ACF and motivate them.
 - (ii) Orientation programmes for care families.
 - (iii) Constant touch through email and phone calls.
- d. Sneha Sampark Parivar (SSP)– At Sanch level. –
 - (i) To keep contact with Acharyas and Gram Pramukhs on phone for motivation.
 - (ii) One phone call a day makes you feel proud.

8.2 FUNCTIONING

- a. Meetings –
 - (i) Weekly meeting of Core group.
 - (ii) Monthly meeting of functional committees.
 - (iii) Monthly get-together for ideological input.
- b. Programmes –
 - (i) RamNavmi and Deepavali celebration.
 - (ii) Anand Mela (Fun-Fair).
 - (iii) Exhibition-cum-sale.
 - (iv) Picnic
- c. Fund collection –
 - (i) School Adoption.
 - (ii) Shiksha Nidhi collection.
 - (iii) Seva Patra collection.
 - (iv) Student Adoption.

8.3 MOTIVATIONAL SUPPORT

Background:

We encourage the teachers and SVKs by motivational support through personal touch.

- a. Guardian Family –
 - (i) All the SVKs are attached to one Abhibhavak family.
 - (ii) Every SVK has to get his monthly expense voucher signed by her/his Abhibhavak.
 - (iii) SVKs must be invited to dinner while signing the voucher.
- b. Gift of Honour –

Mahila samity can distribute the collected articles as follows –

 - (i) To teachers – at monthly Abhyas varg programme.
 - (ii) To SVKs at sankul and Anchal monthly orientation programme
- c. Family Touch -
 - (i) Abhibhavak family to visit SVKs family once a year and to extend invitation for any function in Abhibhavak family.
 - (ii) Deepavali greeting cards to Teachers and SVKs by Abhibhavak.
 - (iii) VCF - visit school.

9. DONOR – INITIAL WORKING

9.1 DEFINITIONS

Type of Donors

- a. New – who has sponsor school and sanskar kendra for the first time.
- b. Old – who is continuing from the previous year.
- c. Dropout – who has discontinued this year.
- d. Reserve – who does not want any specific school & sanskar kendra.
- e. Prominent – who has deposited money at a time for five years.
- f. Patron – who has deposited an amount so that from its interest a school & sanskar kendra can run forever.
- g. CSR donor- Corporate donor donation under CSR

Organization

- a. Nagar Sangathan (NS) which mobilizes resources for one school or number of schools and sanskar kendra from donors. This is based in large cities (chapter of FTS or BLSP and EVFI, SHSS).
- b. Gram Sangathan(GS) – which arranges mass collection of Swavlamban funds by small donations.

Type of Donations

- a. General – small donation from masses covered u/s 80G
For OTS:
- b. Section 80G – For which 80G exemption certificate is provided
- c. FCRA – Under Foreign Contribution Regulation Act from outside Bharat.

9.2 ALLOTMENT POLICY

Allotment is done twice a year, for Ram Navami (RMS-April) and Deepavali (DPS-October).

a. Policy –

(i) Allotment is made in April and October for Donors who have donated in the proceeding period.

(i) Allotment is only for one year except for Patron, CSR and prominent donors.

(ii) Efforts will be made to retain allotment to continuing donor, CSR, Patron and prominent donors.

b. Choice of state –

- (i) Every effort will be made to accommodate, but it is not promised.
- (ii) In case of inability, head office will communicate with the donor for second choice.

c. Change of village –

- (i) Due to local constraints, village of school may some-times be shifted in mid of the term.
- (ii) Allotted donor will immediately be informed of such change.

9.3 CODIFICATION

(a) **Type** – There are three types of number assigned to a donor:

- i. Serial Number – It is only for accounting purpose, valid for that accounting year and is not conveyed to the donor.
- ii. Sponsor ID – It is for permanent registration valid forever. It is reference number for all correspondence and works as user ID and password for website.
- iii. Code Number – It is for follow-up and contact working. It may change if contact source changes. It is used for all organization purposes and used for sorting different categories of working teams.

(b) **Structure** –

In U.S.A – There is one NS for Ekal Vidyalaya and another for Arogya. They are : Ekal Vidyalaya Foundation of US (EVFUS) and Health Foundation for Rural India (HFRI) respectively. Every region has one Incharge, who is designated as Regional President (RP). Every chapter has area co-ordinators (ACO) and local co-ordinator (LCO) to contact all the three types of donors:

- 1. Active
- 2. Inactive
- 3. Prospective

RP of EVFUSA is also termed as RCO in common terminology used by Delhi office.

(c) **Codification:**

Code

1.	In Bharat	BH Bharat	KL Chapter	00 ACO	00 LCO	00 Donor	
2.	In U.S.A.	US USA	NY State	0 RCO	0 ACO	00 LCO	00 Donor

For other countries USA pattern may be followed.

Note: The first name in lower level list must be that of person who is co-ordinator upper level for example first name in LCO list will be that of ACO and so on.

10. DONOR FEEDBACK

10.1 INFORMATION

- a. Thanks Letter: Contents-Money Receipt and Tax Exemption certificate.
- b. Responsibility:
 - (i) In case of Bharat – Chapters and GS – H.O.
 - (ii) In case of USA – Houston office.
 - (iii) In case of other countries – National H.O. of respective country.
- c. Allotment Letter: Contents –
 - (i) Donor Name, Sponsor Number, Allotment session, No. of schools and in honour of
 - (ii) Name of village, cluster, Anchal and Bhag.
- d. Responsibility: Same as for ‘thanks letter’.
- e. School Information (SIF): Contents – Details of the school.
- f. Responsibility: For Bharat-Chapter/GS H.O. For other countries – EVFI Delhi office.

Note: SIF will be posted on school page of website.

10.2 REPORTS

- a. School Progress Report (SPR-1)-School performance for first 6 months – Contents :- Periodical Performance Report.
 - (i) It concludes gradation of annual examination of the students.
 - (ii) Responsibility – For Bharat: chapter and GS-H.O., For Abroad EVFI-Delhi.
- b. School Progress Report (SPR-2) School Performance for next 6 months –
 - (i) Contents same as in No.1 above.
 - (ii) Responsibility – Same as in No. 1 above.

10.3 CONNECTIVITY

Objective –

- a. To develop emotional bondage between the donor, the school and Sanskar Kendra and villagers so that the donor gets satisfaction out of the contribution provided by him.
- b. To ensure transparency by fast flow of information.

System-

- a. Donor can access latest information through this contact network.
- b. Contact list in website, anyone can call at anytime.
- c. Sneh Sampark Pariwar for motivation of teachers.

Follow-up:

Objective – To maintain regular contact with the donors.

a. Literature:

- (i) Ekal Vaarta – Monthly publication in Hindi giving inspiring events from villages.
- (ii) Ekal Prayas – Bi-monthly publication by Ekal Sansthan.
- (iii) Monthly news letters by NS and GS
- (iv) Brochure and Annual report of NS and of ABT.
- (v) Ekal News – Electronic monthly bulletin, Posted through website and information through email.
- (vi) Success story – Ekal Gaurav Gatha (Hindi) and Ekal stories (English).
- (vii) New documentary – shortfilm on CD/DVD.
- (viii) Marching Ahead.
- (ix) Deepavali Greeting cards.
- (x) Video clippings on youtube.
- (xi) Social media platforms such as Face Bokk, Twitter etc.

b. Invitation:

- (i) For monthly get-together programme.
- (ii) For Annual function and 3. For festival celebrations.
- (iii) Reminder Letter – For renewal of donation.
- (iv) Responsibility – 1. For Bharat: Chapter and GS H.O. 2. For USA Hoston office and 3. For other countries – Their National offices.

c. Programme:

To organize a small family meet for all contact list. The agenda will be as under:

1.	Introduction of movement	10 Mts.	
2.	Film Show	15 Mts.	
3.	Website demonstration	15 Mts.	
4.	Question – Answer	15 Mts.	
5.	Conclusion	5 Mts.	

d. Follow-up:

- (i) To collect address, phone no, email ID of participants.
- (ii) To add them in mailing list.
- (iii) To call them for feed-back of programme.
- (iv) To add them in donor list or co-ordinator team.
- (v) To assign them some responsibility on Functional committees.
- (vi) To keep records of introduction meet to include in chapter work report.

11. DONOR CONTACT WORKING

11.1 INTRODUCTION MEET

a. **Objective –**

General awareness about the movement and search for new donors and co-ordinators.

b. **Structure –**

- (i) The following three categories of donors are clubbed together to make one group to be contacted by local co-ordinator (LCO):
 - A. Old(Active) donor – who is continuing his donation.
 - B. Dropout (inactive) donor – who has discontinued donation.
 - C. Prospective donor – From whom we can expect some donation.
- (ii) Some local co-ordinators (LCO) are clubbed together to be supervised by Area Co-ordinators (ACO).
- (iii) One chapter/Division(RCO) may have many ACO's.

In case of Bharat maximum No. of ACO under RCO is 99
In case of Bharat maximum No. of LCO under ACO is 99
In case of Bharat maximum No. of Donor under LCO is 99
In case of USA maximum No. of RCO under NCO is 99
In case of USA maximum No. of ACO under RCO is 9
In case of USA maximum No. of LCO under ACO is 9
In case of USA maximum No. of Donor under LCO is 99

Note:

NCO is National Co-ordinator.

Above limit is governed by donor codification system.

For practical working we find two types of co-ordinators.

- a) One who collects funds through his/her contact or influence.
- b) Second who has time, energy and talent to look after the logistics, administration and follow-up of donor feedback and contact working.

11.2 THANKS GIVING VISIT

a. **Objective –**

To enhance connectivity aspect of donor and to transform a donor into a co-ordinator.

b. **Working –**

- (i) Area working Team (AWT) will visit donor at least once in a year to express gratitude. This is normally done by the promoter.
- (ii) School Progress Report(SPR 1 and 2) prepared by sanch and Anchal Team is presented to the donor. Normally this is sent by the office.

11.3 APPRECIATION DAY

- (i) Objective – To recognize the donors and guests as enlightend members of the society and to motivate them for further donation.
- (ii) Working – All the donors invited with their families and friends. This assembly is generally at Area level.
- (iii) **Agenda –**

1.	Introduction	3 Mts.
2.	Film Show	15 Mts.
3.	DRW reporting by local co-ordinators	10 Mts.
4.	Honouring important donors	5 Mts.
5.	Website demonstration	10 Mts.
6.	Donors experiences – Reporting	10 Mts.
7.	Key note address	15 Mts.
8.	Question – Answer	15 Mts.
9.	Conclusion	5 Mts.

Note: Some innovative Power Point Presentation can be prepared for this event

11.4 SCHOOL VISIT & VANYATRA

School Visit:

- (i) All donors must be motivated to visit their schools personally or send some of their family members or friends.
- (ii) Donor must convey any quality concern to co-ordinator or Quality Monitoring Team.
- (iii) Quality Monitoring Team will report back to donor about the action taken report of the fact finding Team.

Vanyatra:

- (i) To connect urban families with their cultural roots.
- (ii) To win over the confidence of the Donor.
- (iii) To motivate working team of the city organization.

12 NS CHAPTERS AND GRAM SANGATHAN WORKING

12.1 NAGAR SANGATHAN WORKING

In India we have chapters of Friends of Tribals Society, Ekal Vidyalaya Foundation of India and Bharat Lok Shiksha Parishad for schools and SHSS, Arogya Foundation of India and Ekal Gramothan Foundation for their respective functions. The workings of chapters are common for all these organizations. Since the workings of chapters have to deal with many subjects, a separate Manual of chapter working has been prepared. Hence for the purpose of the chapter working reference should be made to the Book titled “Manual for Chapter Working” which is being published separately.

Administration:

- (i) Ekal Vidyalaya Foundation of India (EVFI) mobilizes resources from abroad through chapters and organizations in different countries. For monitoring purpose they have established chapters in their ARP.
- (ii) Friends of Tribals Society (F.T.S.), Bharat Lok Shiksha Parishad (BLSP) and SHSS mobilize resources in large cities through their chapters.

12.2 GRAM SANGATHAN WORKING

For the purpose of self-reliance of the major part of Ekal working and for developing mass base for the movement, separate registered bodies have been promoted. Their working is much different from the chapters. Therefore, a separate manual has been prepared for working of these Gram Sangathans (GS). Hence reference is invited to this manual for GS working which is being published as a separate booklet.

Gram Sangathans (GS) mobilize Swavlamban collection from medium and small towns and from villages, through Anchal, Sanch and Gram samities.

12.3 SWAVLAMBAN: THROUGH GS

- a. There are Gram Sangathan which are registered bodies in their respective Bhags. Many states have been grouped together under Ekal Gram Sangathan (EGS), having its branches in Bhags of those states.
- b. GSs or branches of EGS have net working of active members at Bhag, Anchal and Sanch levels.
- c. The Anchal and Sanch samities are acting as branches of GS for the purpose of Samiti collection through mass collection.

- d. The total collection for Swavlamban is remitted by Anchal, Sanch and Gram samities to GS H.O. or designated Branch of EGS and as per the amount of total collection, schools are allocated to GS for funding in their respective Bhag.
- e. Detailed guidelines issued for such collections are reproduced here under:
1. Swavalamban Collection (SC) is allowed in all Bhag and Anchal towns and but in selected Sanch and villages only, which are 5 years old or more. For purpose of such permission at Sanch level, the Sanch Samiti should propose and undertake for SC to Anchal Samiti who would examine and recommend to Bhag Karyakarini for final decision.
 2. SC is responsibility of Samiti only and not of Sewa Vrati Karyakartas or Acharyas. They will be in supportive role only and cannot collect any SC without presence of Samiti. If any Sewa Vrati Karyakarta or Acharya is found to be involved in SC without Samiti being present, it will be serious misconduct and act of gross indiscipline and will attract severe action.
 3. No SC in kind, like grain etc is permissible. All SC will be in cheque or cash only.
 4. All SC will be based on issue of printed receipt of Gram Sangthan (GS) only. Any other mode of collection like Coupon etc is NOT permitted. Receipts will be issued irrespective of amount.
 5. SC in cash from the same person is restricted maximum to Rs. 2,000 as per present rules under Income Tax Act.
 6. Receipts of GS will be printed at their HO and authorized Branches (Bhag) only. No other office is authorized to print the receipt books. The Receipt Books will have serial no. , address and phone no. of their registered office (HO) and Hologram. In case the book is printed at authorized branch level, it will have branch address and phone no also. Name of any Karyakarta should not be printed on the receipt.
 7. Receipt Books will be issued to Branch (Bhag), Anchal and Sanch karyakarini Samiti. No receipt Book will be taken out below Sanch level.
 8. For SC at village level, the collection may be made by Gram or Sanch Samiti office bearers and the amount so collected be deposited in Bank account of GS. If no branch of the bank is available nearby, the amount should be delivered to President or Secretary of Sanch Samiti, together with a statement of donors and amounts, duly signed by at least 2 Samiti members. Sanch Samiti will issue receipts on basis of such statement in individual names and arrange to deliver to them through Gram samiti or Karyakarta or Acharya.

Banking, Accounting and Usage of SC

1. Bank account of GS will be opened at all its branches, Bhag and Anchal levels. Bank Account will be opened at only those sanch kendras which have been permitted SC.
2. All kinds of collections at any level (village, sanch, Anchal or Bhag), for whatever purpose like Vidyalaya, Varg, Sammelan etc and on any kind of occasion like Katha, Aarti, Ramotsav, flags etc should be deposited in this bank account and receipt should be issued. In case of collection from Katha, Aarti or Ramotsav etc receipt should be for total amount collected providing occasion, date and place of such collection. The present system of Account No. 2 of GS has been discontinued.
3. Central Executive Committee at HO of the GS will pass resolution for opening and operation of bank accounts based on proposals to be received from Bhag Karyakarini and its own appraisal.
4. Operation of such bank accounts will be by any 2 of the authorized signatories. Out of total 5 signatories, 2 would be from HO or Branch (Bhag karyakarini) and 3 will be from local level.
5. Use of Sanch level SC will be for payment of Maandhan to Acharyas as per PRP and sanch level Varg only. For this purpose, PRP will be issued in April every year based on actual amount available in bank account in preceding March. Expected collection during the current year will not be considered for PRP purpose.
6. The use of Bhag and Anchal level SC will be to meet office expenses and Varg expenses at their respective levels.
7. Receipts from Aarti, katha etc would be credited to Sanskar Shiksha in books of accounts and be used for purpose of such Yojna based on PRP of HKT.
8. Mode of payment from bank account will be NEFT for Maandhan and cheque for other expenses. In case of Varg expenses and some small office expenses, advance may be drawn in name of authorized Karyakarta who will render account with vouchers and receipts.
9. Monthly account of all transactions will be prepared and sent to Branch (Bhag) office, in the format to be prescribed by GS.

13 CENTRAL FUNCTIONAL ACTIVITIES

13.1 EKAL SANSTHAN

Ekal Sansthan has been established as a Trust in the year 2007 with its head office at Delhi. This is the Research, Training and Development wing of Ekal Abhiyan. It has the following various activities:

13.1.1 Objectives

- a. To arrange and run training centres for improvement in the personality, communication skill and quality of our field SVKs.
- b. To organize seminars in big cities for creating brand equity of the Ekal Abhiyan and for developing awareness the society at large.
- c. To arrange research for keeping the activities of Abhiyan in conformity with the latest developments.
- d. With the object of keeping all the members, donors and well-wishers abreast of the activities and the ideological thought process of the Ekal Abhiyan, to publish Bi-Monthly Magazine “Ekal Prayas”.

13.1.2 Ekal Media Division (EMD)

Ekal Media Division as an alternative media to present positive and more visionary image of Bharat, has been established under Ekal Sansthan:

a. **Vision:**

- (i) To make the image of Bharat – Mera Bharat Mahan.
- (ii) To connect India to Bharat samrasta.
- (iii) To empower remote Bharat – strength of the nation.
- (iv) To ignite the talent and zeal of youth to be the Torch Bearer of Future Bharat.

b. **Mission:**

- (i) Ekal Media Division is the need of today for presenting the right message to the people in time, for getting back right reNSnse from them.
- (ii) EMD has enormous field to study and produce films on tremendous works of Ekal, its impact, success stories, merits and its innovative features.
- (iii) Short films on first hand narrations and experiences will greatly help to cultivate huge support for Ekal from donors and sympathizers in Bharat and abroad.
Social Media will be effectively utilized to share Ekal vision and progress with masses.

c. **Scope:**

- (i) Ekal Movement field work started in 1989-90 from Jharkhand. Now it has reached to over 83,000 (as of January, 2019) villages all over the country. It has touched the heart of villagers.
- (ii) The movement has yet to reach the urban, semi-urban and elite class of Bharat. The need to know the true impact of Ekal in Rural-Tribal Bharat. “Ekal in National Perspective” has to be understood by intellectuals, Entrepreneurs and corporats of Bharat. Ekal Media will reach them.

d. **Aim:**

The Present Media Scenario has to be replaced by alternative Media which shall be more visionary and positive. EMD is aiming to record and collect all possible impacts of Ekal works in the field, unexplored and unreachable even by our own supporters and city volunteers.

EMD will cover all parts of India including sensitive and difficult terrains to record the Ekal journey its history, its progress and its future plans. EMD proposes to create a whole library of short and effective films of world class quality to promote – Image India Drive and Dream India Movement throughout the country. Come all youth- Join us at-

imageindia13@gmail.com

Dreamindia13@gmail.com

e. **Ekal Media Division Productions:**

- (i) Ekal Darshan-Compilation of 10 DVD films of different areas with suitable commentary,
- A. Ekal Pahel
 - B. Jagriti-Jharkhand
 - C. Dharni-Suryoday Ki-Assam
 - D. Devbhoomi-Keral
 - E. Badte Kadam-Tamil Nadu
 - F. Himalaya Ki Pukar-Himgiri
 - G. Naya Sebera-Maharashtra
 - H. Parvaton Ke Swar-Leh
 - I. Jungal Ke Jugnu-Vidarbh
 - J. Dastak-JandK
 - K. Marching Ahead-Assam
- (ii) Ekal Kumbh-Delhi compilation of complete five days long events organized in Delhi
- A. Udghosh
 - B. Gaurav Gatha
 - C. Bharat Mata Ki Arti
 - D. Sanskriti
 - E. Prerna-I
 - F. Prerna-II
 - G. Prabhav
 - H. Jago Hindustani
 - I. A March A Movement
- (iii) **Ekal Will:**
- A. Realise the Dream India of Swami Vivekananda.
 - B. Bring “Gram Swarajya” of Mahatma Gandhi
 - C. Honour the thought of Social Harmony of Dr. Ambedkar.

13.1.3 E-SHIKSHA

ES has taken up education through digital platforms in Ekal Vidyalayas, called E Shiksha. 3 tablets with preloaded lessons, games, stories, songs etc are provided to students who use themselves in respective gats. Presently, such E Shiksha is imparted in about 2,000 villages.

13.2 GRAMOTHAN YOJNA

Gramothan Resource Centres (GRC) Working towards Strengthening Rural Bharat

Mission:

Holistic Development of Tribal and Remote Rural India through Economic Development and Empowerment.

Objective :

- | | | |
|----|--|--|
| a. | To make Village Self Reliant | To stop Urban migration |
| b. | To promote Organic Farming. - | To protect Soil, Water, Cattle, flora and fauna. |
| c. | To make Farming Profitable. - | Working with Own Resource. |
| d. | To establish Nutritional Garden with each household. - | Permanent solution to Malnutrition. |
| e. | To develop Rural Skills for the sake of Technical Support to the Villagers - | To make easy & smooth living in village. |
| f. | To establish Rural Entrepreneurship - | To check migration from village to city. |

Structure:

A living network from Village to Central Level:

- (i) Village Level- Gramothan Production Centre (GPC)
- (ii) Sanch (Block) Level- Gramothan Marketing Centre (GMC)
- (iii) State Level (Sambhag)- Gramothan Resource Centre (GRC)
- (iv) National Level- Ekal Gramothan Foundation (EGF).

13.2.1 Gramothan Resource Centre (GRC)

It is a centre developed on 10 to 20 Acres of land and is a one stop facility centre for villagers. Skills Training, Demonstration, Production and Availability of Seedlings, Vermi Compost and all other Technical & Agricultural resources facility is available at GRCs.

Present GRCs	In Process
Jharkhand 1. Karanjo 2. Giridih 3. Bishmpur	Madhya Pradesh - 1. Hoshangabad 2. Khargon 3. Jabalpur
Odisha - 1. Jarangloi	Telangana - 1. Gangavaram
West Bengal - 1. Malda	Andhar Pradesh - 1. Anandpur
Uttar Pradesh 1. Naimisharanaya 2. Gajraula	Karnataka - 1. Anekal 2. Mysore
Maharashtra 1. Wada	Assam - 1. Guwahati
Tamilnadu 1. Kumbhkonam	Rajasthan - 1. Uchchain Bharatpur
Gujrat - 1. Sonegarh	
Assam - 1. Tinsukia	

13.2.2 GRC Model Infrastructure Facility and Activity

Level-I GRC

- (a) Land about 10 Acres (b) Goshala – 5 to 10 cows (c) Vermi Compost Shed
- (d) Nutritional Garden 3-5 Acres (e) Green House
- (f) Irrigation & Drinking Water facility:
1. Pond 2. Well 3. Deep Boring 4. Drip Irrigation System
- (g) Office (h) Display-cum-Sale Centre (i) Vocational (Skills) Training Centre
- (j) Primary Health Centre (with inward facility (k) Jan Suvidha Kendra
- (l) Food Processing Centre (m) Store
- (n) Farmers Training Centre with a hall of sitting capacity of 150 farmers
- (o) Residential facility of 100 persons (Male & Female)
- (p) Shramanand Shiksha Niketan – with Student Hostel
- (q) Karyakarta Awas (Karyakarta Hostel).
- (r) Guest House (s) Temple, etc.

Level- II GRC

- Land – 3 to 5 acres.
- Office.
- Display cum sale centre
- Vocational (Skills) Training Centres.
- Primary Health Centre
- Nutritional Garden- 1 acres.
- Goshala- 5 Cows.
- Farmers Training Centre without residential facility with a hall of sitting capacity of 50 persons.
- Green House. (Small)
- Vermi compost Shed.
- Karyakarta Awas. (Karyakarta Hostel)
- Temple.

Level- III GRC

- Land- 2 acres.
- Office.
- Vocational Training Centre.
- Karyakarta Awas.

Karyakarta Toli at GRC

• GRC Prabhari (GMY CTO Member)-	1
• GRC Manager	1
• Training Prabhari	2
• Village Co-ordinator	2
• Computer Trainer	2
• Tailoring (Master trainer)	1
• Tailoring (Village Trainer)	5
• Shramanand Teacher	2
• Nutritional Garden & Organic Farming Incharge	1
• Goshala Incharge	1
• Technical Trainer (Guest Faculty)	3
• Office-cum Account Incharge	1
• Service Incharge	1
• Cook	1

13.2.3 Topics for Training at GRC

For Farmers

Topic	Duration
• Agriculture and Horticulture	One Week
• Nutritional Garden	One Week
• Vermi Compost	One Week
• Jivamrit, Panchgavya and Insect-Pest Controller	15 Days
• Nursery Raising	15 Days

For Women

• Tailoring & Stitching	6 Months/3 Months
• Mushroom Cultivation	One Week
• Food Processing	15 Days
• Handicraft	One Month
• Health Awareness & Anemia Control	One Week

For Youths

Technical Service Support to Villagers

• Computer	3 months
• Rural Entrepreneurship	One Month
• Agro – Business	15 Days
• Personality Development	One Week
• Electrical & Electronic Mechanics	One Month
• Mobile & Solar Light Repairing	One Month
• Plumbing & Hand pump Repairing	15 Days

13.2.4 GRC Management

(I) Farmers Committee –

Each GRC will have a committee of 5 to 10 progressive farmers nearby GRC. They must visit every day or at least alternate day and will look after day to day work of the GRC specially training and production. They will visit villages to motivate other villagers for organic farming, Nutritional Garden and other vocational training. All the training and production work must be performed under the guidance of this committee.

(II) Management Committee (VYAVASTHA SAMITY)-

A Management Committee for each GRC will be constituted with 4 to 5 members from nearby town like Block or Tehsil. A bank account will be opened in the name of 'EGF – GRC__' with three signatories from this committee and two from EGF Chapter. All bank operations will be made with any of the two members' signature. This committee will be responsible for all local income and expenditure at GRC from all types of production and operations at GRC including local donation/ grants by Farmers, Individuals, Society or Govt. Schemes etc. The Committee will maintain complete accounts and will send Monthly Income and Expenditure Report to the chapter with MAR of the GRC.

(III) Chapter Committee-

For all GRCS a Committee at the GRC chapter shall be formed. The Chapter will raise resources from local areas and will route EGF funds to GRC Management Committee. Accounts shall be maintained for Chapter operations and report sent to HOs of EGF and GMY incorporating MAR of their GRC. This committee is responsible for all the financial matters between EGF & GRC. The chapter committee will mobilise local resource also like donation of land, funds for infrastructure at GRC, or other developmental projects. They will arrange vanyatra and other programmes and undertake membership drive for the chapter.

(IV) Working Area-

All GRC will adopt at least 100 OTS villages divided in three parts-

1. **Core Area:** Each GRC covers at least 30 villages as its core area. All the Training & Development work by GRC have to be done in this core area. Each family of these 30 villages surveyed and engaged with any of the GRC activity either with training or with other developmental activities.
2. **Buffer Area:** Other 60-70 villages are treated as Buffer Area. All the training programmes of the GRC will run here, but regarding development activity it will be selective and according to resource availability.
3. **Impact Area:** The entire Anchal (300 Villages) will come under impact area. Different types of training programmes and developmental work will be covered according to need and availability of funds and opportunity of other projects.

13.2.5 Vocational Training (Skill Development) Programmes

a. Tailoring Training

Master Trainer Training at GRC (Duration - 6 Months)

The concept "ALL GIRLS MUST BE TRAINED BEFORE MARRIAGE" so that they can earn their bread in case of requirement and also shall become additional hand to contribute in family earning is leading to its success.

The training is imparted at GRC under the guidance of Master trainer which stretches upto a maximum of six months. Within this period the Girl child/ women to acquire sufficient skill to open her own training centre at village and or start earning.

IMPACT:

The experience reveals that all such students are trained enough to stitch Ladies Garments and apparels for the village inhabitants and are sufficiently earning. This vocational training is contributing towards WOMEN EMPOWERMENT.

Tailoring Training at Villages (Duration - 3 Months)

One Master trainer trained at GRC is now giving training directly at her village. Village tailoring centre will run for one year in a village. In one year 4 batches of 3 months each will be completed. For this period only stipend is given to the master trainer. After one year the centre will shift to other village, atleast 10 village training centres have to be run with each GRC.

To establish Entrepreneurship as SHG Model-

A corpus fund will be made at each GRC Chapter level. A provision of up to Rs. 10,000 is made available without any interest for each trained woman. She is required to repay Rs. 1000 Per month for 10 months. She can purchase one tailoring machine, one bicycle and some cloths etc.

b. Computer Training - Promoting Skill India Mission

Computer Literacy Programme will run at all GRCs. A well equipped Computer lab will be established at all GRCs with 5 to 10 Computers. One dedicated Computer Teacher with minimum qualification of Diploma in Computer Applications will attend it.

Certification by IIT Mumbai:

Online registration, exam & certification facility has been available at some GRCs and is being extended to other GRCs. The Certification has been started by IIT Mumbai under Digital India Mission Programme of MHRD, Delhi.

IIT Mumbai has developed indigenous system of Computer learning namely Libre Office Document and Libre Office Calc with a Spoken Tutorial Software, which is in use at GRCs.

Course Content:

- | | |
|-----------------------------|-----------------------------|
| (a) MSOffice/Libre office | (b) Paint -Brush |
| (c) Excel/LibreOffice Calc. | (d) Power PointPresentation |
| (e) InternetWorking | |

Course Duration:

- Basic Computer Course- 3 months (3 hours per day at Computer Lab at GRC)
- Capsule Course- 10 days (60 hrs Residential Course at GRC)
- Computer Awareness Programme under Digital India Mission Programme by Ekal on Wheel in their own village- 30 ours

c. Ekal on Wheel (Computer Lab on Wheel)

For the Awareness towards Digital Literacy, One Mobile Van has been equipped with 12 laptops, launched on Pilot basis at GRC Karanjo. It covers 2-3 villages per day. School & Collage going children of the village do practice on it with the help of one dedicated Computer Teacher.

If students are interested for advance learning about computer, they have the option to take admission at GRC Computer Lab and be recognized.

IMPACT:

Rural Children even in forest areas are becoming aware about E-literacy. It helps to develop their confidence and eagerness to know modern Science & Technology. This programme is obviously promoting Digitalization in Rural Areas.

d. Nutritional Garden & Organic farming Training:

Training of GMY Representative at GRC

4 Persons (one farmer, one woman, one youth & one girl) from each village can take training at respective GRC. This is residential training for 3 days & 2 nights. This training programme covers both the theory & practical work. After this training these four persons will be GMY Representative in their own villages. Now they will organise the Farmers Training Programme in their respective villages and they will work for the Promotion of the Organic Farming and Nutritional Garden.

Training at Village Level:

The same training programme is organized at Village level with the help of trained volunteers of that village. A Master Trainer & Village Co-ordinator from GRC both will monitor the whole programme. First day theory classes are taken and on second & third day all practical works are done directly on the farmers land. Preparation of Organic Manure and Establishment of Nutritional Garden is done practically.

Coverage under the training programme:

1. Introduction of the Organic Farming and Nutritional Garden.
2. Gau Mahima- Difference between Indian Cow & Jersey/ Friesian/ Holstein Cow.
3. Benefits of Organic farming.
4. Demerits of Chemical Farming.
5. Methods of preparation of cow based products by the use of cow dung & urine- Different types of Organic Manure, Vermi Compost, Jiwamrit, Keet Niyantarak, Gonyle etc.
6. Benefits of Nutritional Garden.
7. Design & Establishment of Nutritional Garden.
8. Causes & solution of Malnutrition & Anemia.
9. Sanitation, Hygiene & Food Habit (Ahar - Vihar Paricharcha)
10. Plantation and Use of Herbal Medicine in their house hold.
11. Soil & Water Management (Rain Water Harvesting System)
12. Production and Use of Green Manure & Green Fodder.

IMPACT: Farmers are adopting Organic Farming which provides them Nutritious and Chemical Free Food Products. It saves the soil & water from chemical toxins and Water Holding Capacity of the soil is also enhanced. About 16,500 Farmers have taken training and now are practicing Organic Farming. It will also save cattle, birds, flora and fauns.

GRC Organic Products:

- Jaivik Haldi
- Jaivik Basmati
- Cold Pressed Organic Mustard Oil

Cow Based Products:

- Vermi Compost
- Keet Niyatrak
- Jiwamrit
- Gonyle

Processed Products:

- Amla Supari
- Jamun Beej Powder
- Blackberry Vinegar
- Honey
- Asparagus Jam
- Shatawar Jam
- Guava Jam
- Yam Pickle
- Pears Jam

e. Shramanand Shiksha Niketan:
(A Holistic Approach of Indian Education System)

An Education System for Dropout Students by Working and Learning Method:

Gandhi ji developed the concept of Basic Education for Village child to empower him to become capable enough to earn and work for his own business and enterprise. Gramothan has adopted the same under the name “SHRAMANAND SHIKSHA NIKETAN”

This course run for 5 years and the students are selected based on the reference from field Karyakarta, from school dropouts or having poor economic background of the age group between 13 to 15 years. These students stay at GRC and the system takes care of the entire requirement of child.

During the stay at GRC, students are empowered in Education upto class Ten (Secondary level) and undergo and obtain all Vocational Trainings at GRC. Their daily routine includes Physical Work, Prayer, Agriculture, Horticulture, Organic Farming and Gaupalan training.

After completion of the course they become the Technical Resource Person for their village and encourage their inmates to join and take bigger challenges.

(f) Marketing Support for Organic Farm Products

The farmers who after obtaining training at GRC adopt organic farming and produce chemical free organic farm products are supported in realising better price through value addition and other supports. This has started at Karanjo GRC in Jharkhand, after obtaining approval from FSSI.

13.3 AROGYA RESOURCE CENTRES – ARC

Since the inception of Ekal Abhiyan Arogya has been a serious concern of all the Policy makers of the organization. After an Experience of 26 years of Ekal Arogya Yojana a new concept has evolved by the name of Arogya Resource Centre or ARC in which the experience gained in previous years through preventive health initiatives, including hygiene & sanitation, anemia control pilots, first aid, medical camps, home remedies, based on herbs and Chikitsa Sahayata Kendra – all have been amalgamated to make it more intensive and effective model so that with the experience gained in a limited area may be implemented in all the Ekal vidyalaya sanchs. This is presented here not only for those who are implementing it in the field but also for those who monitor it as well as those who want to support the Health Plan, aiming to mitigate the sufferings of our rural brethren, whether they are in or out of the Abhiyan.

13.3.1 Ekal Arogya Yojna

Health cannot be considered either in parts or in isolation. It is integral part of every sphere of life. So is the Ekal Arogya Yojana. It is a holistic plan and it comprises of following constituents:

- a. Preventive Health initiatives.
- b. Malnutrition with specific plan for Anemia in women of child bearing age (10-45 yrs.) and children (2-10 yrs.)
- c. Home remedies for common ailments.
- d. First Aid.
- e. To link the complicated health problems of rural people with secondary and tertiary level health facilities in cities in government and private sector through medical camps in villages and Karyakarta Chikitsa Sahayata Kendra in big cities.

Details of the Plan:

To initiate ARC some important condition should be ensured.

1. The plan will be initiated considering Sambhag as a basic unit.
2. One Arogya Kendriya Toli Sadasya (CTO), who now onwards will be called Arogya Project coordinator (APC) will be deputed from the full timer Ekal team of that Sambhag or may be an outsider but with some extra experience in the field of social service. If taken from outside the Ekal team then he should be made harmonious with the team soon.
3. One Arogya Operational Committee of Sambhag will be constituted as a pre requisite. Here it is worth mentioning that the operational committee comprises individuals related to medical field such as doctors, pharmacist, Para medicals and some social service oriented individuals.
4. One Arogya Management Committee of Sambhag should also be constituted to manage the financial transactions and arranging support for the ARC, financial as well as material.
5. ARC will start in 5 Sanch of 5 Anchals of the Sambhag, may be in 2 or more Bhag i.e. if there are 2 Bhags in a Sambhag the Plan may be started in both the Bhag, in 3 Anchals of one Bhag and 2 Anchals of second Bhag.

Further steps will be as follows:

1. Selection of 5 Sanchs:- 5 Anchal and 5 Sanch, where the plan is to be implemented will be selected in the combined meeting of operational and management committee of Sambhag, , with the help of APC and BhagGatividhi Pramukhs.
2. Samiti Constitution:-APC with the help of Sambhag Samiti and Bhag Gatividhi Pramukh will constitute Anchal Arogya Samitis in the above selected 5 Anchals. AnchalGatividhi Pramukh will constitute Sanch Arogya Samiti with the help of Anchal Arogya Samiti.
3. Selection of WorkArea in a sanch :- The area of work should be such that the whole Panchayat & the constituent revenue villages are in continuity not separated from each other. One Arogya Sevika may be allotted up to 3 villages as her work field considering the population which should be around 200 families. Thus total field of work will be almost 60 revenue villages not the Tolas as is the case in Ekal Vidylayas.
4. Arogya Sanyojika or Sanyojak Selection: -Arogya Sanyojika or Sanyojakare the main trained Karyakarta who will be responsible to monitor the work of 5Arogya Sevikas in case of Sanyojika & 10Arogya Sevikas in case of Sanyojak. Sevika is the main implementing agent of plan in the village. To select the Arogya Sanyojika or Sanyojak Anchal Arogya Samiti with the help of APC, Bhag and Anchal Gatividhi Pramukh will organize a written and oral examination at Sanch head quarter.

The prerequisites for an Arogya Sanyojika or Sanyojak candidate are as follows:

- a. passed 12th class.
- b. Social Service oriented.
- c. Should be well worse in writing and reading in her language.
- d. Should be able to read and write common words of English.
- e. Should be able to add, subtract, multiply and divide numbers. Better if she is able to calculate percentage.
- f. She or he should be having common knowledge about the area, her community, village and prevalent health problems in the area.

Three Arogya Sanyojika or Sanyojak Candidates should be called from three different villages from the group of 5 villagesin case of Sanyojika &10in case of Sanyojak for which one Arogya Sanyojika or Sanyojak is to be selected. Thus total 18 Arogya Sanyojika or 9 Sanyojak candidates will be called from one Sanch to appear in the examination. Anchal Arogya Samiti will conduct the examination.

7 days Primary Training:

After selection of 30 Arogya Sanyojika or 15 Sanyojak from 5 Sanchs, 7 day training will be organized. The participants in the training will be the following Trainees:

Arogya <u>Sanyojika or Sanyojak</u> -	30 or 15
Anchal Gatividhi Pramukh -	5
Bhag Gatividhi Pramukh -	4
Sanch Gatividhi Pramukh -	5
CTO -	2
Trainers -	4
Organizer -	3
Total -	53 or 38

There will be 9 sessions daily except first day when 8 sessions will be held. Thus total 62 sessions will be there. Attached 2 charts display the plan of the training. The training will be held once in a year.

Arogya Sevika Selection:

In the village main Karyakarta who will be implementing the scheme is Arogya Sevika. The selection process will be:-

- ✓ After training Arogya Sanyojika or Sanyojak will constitute a Gram Samiti in each of the five villages which are her operational area. The Samiti will comprise of some social service oriented women and important women of the village.
- ✓ Each Gram Samiti will furnish the names of two weman-aspirants who may become Arogya Sevika. Thus each Arogya Sanyojika or Sanyojak will have total 10 names from 10 -20 villages who will be aspiring to be Arogya Sevika. All the Arogya Sanyojika or Sanyojak of the Sanch will communicate these names to the Sanch Samiti who will inform these 60 names to the Anchal Arogya Samiti who will form a selection committee. It will fix a date for interview of the candidates. On the day of interview all the candidates will appear before the selection committee and the selection of 30 Arogya Sevika will be completed.

Sevika Training:

Trainees	-	30 Arogya <u>Sevika</u>
Organizers and Trainers	-	CTO, Bhag and Anchal
Gatavidhi Pramukh and Gatavidhi Pramukh = 10		6 Sanyojika, one Sanch
Vyavasthapak - 3		
Total - 43		

Training will be organized either at Sanch Kendra or Anchal Kendra. As the training engages the trainees for 3 full days they will have to reach the venue 1 day prior to the training and will be allowed to leave next day after valediction.

This training will be organized twice in a year.

Steps of first year's implementation:

Selection of Arogya Sevika and Sanyojika and constitution of Samitis takes 2-3 months time.

Implementation starts in the third month. Structured program for the first year will be:

Some of the activities will be performed from the beginning of the first month:

- a. Health Education and Hygiene check up in Ekal Vidyalaya- 30 mts / eing vening.
- b. Health education Sanitation training and planning in Satsang - 30 mts/week
- c. Visiting middle or primary schools of the village to constitute Bal sansad & nominating Swachh Doot out of the group who will be the messengers of Hygiene & Sanitation messages in the village.
- d. Treatment of common ailments based on Home Remedies and first aid.
- e. Referral services to Chikitsa Sahayata Kendras in the city.

There will be new addition to these activities every month:-

- ❖ Third month:-
 - Survey and registration of the women of child bearing age (10-45yrs) and children (2-10yrs).
 - Wall writing

- ❖ Fourth month:-
 - Blood testing of women and giving medicine to both women and children.
 - Soak pit.
 - Organize a rally every month with the children & women to communicate messages of Hygiene & Sanitation
- ❖ Fifth month :-
 - Above activities continued.
 - Waste pit.
- ❖ Sixth month : -
 - Above activities continued.
 - Efforts start for toilets.
- ❖ Seventh month :-
 - Above activities continued.
 - Nutritional garden
 - Second Training of Arogya Sevika
- ❖ Eighth month : -
 - Above activities continued.
 - Making Compost from waste pit.
 - Promote cultivation of nutritional & medicinal plants
- ❖ Ninth month :-
 - Above activities continued.
 - Second round of blood test of women and administration of wormicides to women and further Investigations of women and children found to be having no progress.
- ❖ Tenth Month :-
 - Above activities continued.
 - Treatment of Anemia without medicines.
 - Organizing drawing competition of children in ekal vidyalaya or other schools on topics of Hygiene & Sanitation.
- ❖ Eleventh & Twelfth month:-
 - All activities continued.

Second Year:

- ❖ First Month :- Training of Arogya Sanyojikas or Sanyojaks & all other activities continued.
- ❖ Second Month :- Training of Arogya Sevika
- ❖ Third month :- All activities continued
- ❖ Fourth month :- Wormicides administration. All activities continued
- ❖ Fifth months: - same activities to be continued.
- ❖ Sixth months: - same activities to be continued.
- ❖ Seventh month :- same activities to be continued.
- ❖ Eighth month :- Training of Arogya Sevika
- ❖ Ninth month :- Same to be continued.
- ❖ Tenth month :- Administration of wormicides.
- ❖ Eleventh month:-Same to be continued.
- ❖ Twelfth month:-Same to be continued.

Third Year

Continued like Second year.

Evaluation and Monthly Feedback

a. Arogya Sevika & Sanyojika Abhyas Varg:

Arogya Sevika & Sanyojika Abhyas Varg will be held at Sanch Kendra in such a way that sanch & anchal gatavidhi pramukh may be present in the varg. APC should also attend this Varg. It should be of 24 hours. It will be a good practice that in every varg sanch and anchal samiti members also attend the varg to guide the workers. The expected program of the meeting and the feedback format is described on a separate sheet.

b. Anchal Gatavidhi Pramukh Vyavastha Varg:

With the report of Arogya Sevika & Snyojika Varg the Anchal Gatavidhi Pramukh Should attend Anchal Vyavastha Varg which is held between 6th to 9th of next month. Here Bhag Gatavidhi Pramukh should attend the meeting. If it is not possible to collect the reports of 5 Anchal by the Bhag Gatavidhi Pramukh he should call the concerned Anchal Gatavidhi Pramukh to the Bhag Vyavastha Varg. The pattern of reporting is described separately. APC should help Bhag Karyakarta in collecting report.

c. Bhag Vyavastha Varg:

This is usually held between 10th to 13th of next month. Bhag Gatavidhi Pramukh should attend this meeting of Ekal Abhiyan and try to hand over the report to APC.

If APC is not able to collect the report he should call the concerned Bhag Pramukh to Sambhag Vyavastha Varg of Ekal Abhiyan. Report format at Bhag level is described separately.

d. Sambhag Vyavastha Varg:

Every APC should attend the Sambhag Samiti meeting of Ekal Abhiyan to ensure full coordination with Abhiyan. This coordination should start from the Sanch level to the Sambhag level. In all the meetings a responsible active Samiti member should be called. After every meeting of Karyakartas the Arogya Samiti meeting should be organized next day. Such as Sanch Samiti meeting should be held on next day to the Arogya Sevika & Sanyojika meeting. Anchal Arogya Samiti meeting next to that level meeting of Karyakartas and so on.

Sambhag Arogya Samiti meeting should be held every month to review and assess the progress.

13.4 SANSKAR EDUCATION

Working System

a. Selection and appointment of Satsang Sadhak and Prathamik Varg (Sanch, Anchal and Bhag)

Points for consideration in connection with selection procedures

1. Qualification - Minimum up to Class X.
2. Interest in Satsang, Songs and can sing Bhajan sweetly.
3. Interest in Indian dresses and foods.
4. Faith, belief and trust in Hinduisim, Hindu culture & feeling of self respect.
5. To work selflessly and unconditionally for Bharat Mata.
6. To devote minimum 20-25 days in a month for visiting villages outside own station.

b. Satsang Pramukh Baithak (For Satsang Pramukhs in villages – No budget)

1. 3 hours Baithak once in a month – Upsanch wise all Satsang Pramukhs of 10 villages to participate.
2. Review progress of last month working and practice next month satsang syllabus.
3. To make syllabus and practice in Monthly Abhyas Varg.
4. Responsibility of Sanch Vyas and Sanch Sadhak will be to conduct the Baithak and practice.
5. To make agenda and points for reporting in Anchal Abhyas Varg.

c. Satsang Pramukhs Varg (Budget provision for Village Satsang Pramukh)

1. 3 Day Varg – Once in a year for Sanch-wise Village Satsang Pramukhs.
2. Sanch Satsang Sadhak will convene and arrange the training. Training to be provided by Sanch Vyas.
3. Vargs will be held in every sanch.
4. Subjects of Saptahic Pathsala will also be made subjects during training.

d. Katha Programme Ayojan

1. 1-3 Day Katha once in a year in each village by Sanch Vyas.
2. 3-5 Day Katha once in a year in each Sanch Kendra by Sanch/Anchal Vyas.
3. 7-9 Day Katha once in a year in each Anchal Kendra by Bhag Vyas/Katha Ayojan Pramukh.
4. 7-9 Day Katha once in a year in each Bhag Kendra by Acharya Kathakars.

Special Features

- To apprise the society/villagers about Harikatha Yojana and to introduce among themselves.
- Collection of Swalamvan.
- Enrichment of knowledge of all Kathakars

e. Constitution of Harikatha Yojana Samity

1. **Satsang Samity** consisting of 5 persons in each village.
2. **Harikatha Yojana Samity** consisting of 5-9 persons in each Sanch, Anchal and Bhag Kendras
3. List of Samities and their mobile numbers to be sent to Sampark Karyalaya at Delhi.
4. 2 -3 lady members to be there in each Samity.

f. Principal Training Varg

1. Ramkatha in Ayodhadham – separate batch for male and female Seva Vratis.
2. Krishnakatha in Nabadwipdham for female Seva Vratis.
3. Krishnakatha in Vrindavandham for male Seva Vratis.
4. Batch for Ramkatha in other places for male sevabratis is under consideration.

g. Central Yojana Toli Baithak

1. Yojana Toli Baithak be held half-yearly in which advice & direction will be given by Abhiyan Sangathan Prabhari.
2. Small Yojana Toli Baithak be held in each quarter.

h. Central Naishnatya Varg

1. Once in a year for 5 days.
2. Bhag Vyas/Satsang Sadhak/Katha Aayojan Pramukh/Sambhag Toli to participate.
3. 2-Day Baithak of Central Yojana Toli on completion of Naishnata Varg.

i. Central Navachaitanya Varg

30 Days - once in three years.

j. Naipunya Varg

1. Sambhag-wise 5 Day training after completion of Naishnatya Varg
2. Anchal Vyas, Anchal Satsang Sadhak, Bhag Toli/Sambhag Toli to participate.

k. Vyas Dakshata Varg

1. 10 Days training - Sambhag-wise
2. All Vyas Kathakars to participate.

l. Prathamik Varg (Vyas)

1. 30 Days training - Bhag/Sambhag-wise.
2. For newly selected male and female Seva Vratis.

m. Prathamik Varg (Satsang Sadhak)

1. 20 Day training Bhag/Sambhag-wise
2. For newly selected male and female Seva Vratis.

n. Principal Training Varg (Vyas)

1. 150 Days training
2. In Selected centres – separately for male and female Seva Vratis.

o. Monthly Anchal Abhyas Varg

1. Anchal-wise 3 -Day training.
2. All Vyas and Satsang Sadhak to participate.

p. Bhag Vyavastha Varg

1. 1 Day Baithak Bhag-wise
2. Immediately on completion of Monthly Abhyas Varg, all Anchal Vyas/Sadhak and Rath Pramukh should submit MAR, MWR, SKIF, Bank Statement, MAS etc. in respect of their anchal duly signed by the Anchal Samiti.

q. Bhag Baithak

1. 2-Day Baithak – once in a year immediately after Kendriya Baithak
2. Participants - Senior Karkartas above the level of Anchal Vyas, Anchal Satsang Sadhak.

r. Central level -Harikatha Yojana Samity Baithak

1. 2 Day Baithak – once in a year
2. Participants – Karyakartas above the level of Bhag Pramukh, Bhag Secretary.

s. Bhagwise Harikatha Yojana Samity Baithak

1. 2 Day Baithak – once in a year for Karyakartas above the level of Sanch

14. JOB RESPONSIBILITIES (ABHIYAN)

14.1 SAMBHAG ABHIYAN PRAMUKH

Operational Area – Complete Sambhag

Work

- Handle administrative responsibility of the Sambhag.
- Prepare detailed work plan for the Sambhag.
- Encourage and develop self-confidence of all the Karyakarta.
- Have personal interactions with Karyakarta for their stability.
- Try hard for strengthening the Sambhag, Bhag and Anchal Samiti.
- Motivate the Samiti at all level for more pravas, swavalamban and expansion.
- Organizing all monthly and half-yearly meetings
- Ensure Samiti participation in Sambhag and Bhag Karyalaya Samiksha Baithak
- Provide guidance in building Sneha Sampark Parivar and Vidyalaya Samrakshak Parivar.
- Ensure regular meetings of the Sambhag, Bhag and Anchal Samiti.
- Ensure carrying out of Ekal Systems in their Sambhag.
- Ensure fullness of Karyakarta toil upto Sambhag and their training

Travel Plan

Bhag Samiksha Baithak	- 2 days	= 10 days
Sambhag Samiksha Baithak	- 2 days	
Prabhag Samiksha Baithak	- 3 days	
Travel for baithak	- 3 days	
GSD Pravasa		- 5 days

(At least one day-night stay in GSD village every month)

- Strengthening of Sambhag Samiti - 3 days
- Strengthening of Bhag Samiti - 2 days
- For other activities like Vanyatra etc. - 5 days
- Total 25 days-25 nights (Baithak-10 days, GSD visit-5 days and other works-10 days)

Annual Program

- Organizing Annual function of chapter(s)
- Completing Sambhag Karyakari Mandal (Executive Board) meeting
- Organizing Annual function of Anchal(s)
- Organizing Anchal and Sanch Sammelan

Outcome

- Karyakarta in "A" grade.
- Samiti at all levels in "A" grade.
- Training camps in "A" grade.
- All the Vidyalaya in "A" grade.
- Samiti Collections in "A" grade

Co-operation

- Cooperation in all the five activities of Abhiyan
- Comprehensive cooperation with Gram Sangathan
- Coordination with Funding Agencies(s)

14.2 BHAG ABHIYAN PRAMUKH

Operational Area – Complete Bhag

Work

- Handle administrative responsibility of the Bhag.
- Prepare detailed work plan for the Bhag.
- Encourage and develop self-confidence of all the Karyakarta.
- Have personal interactions with Karyakarta for their stability.
- Strengthening the Bhag and Anchal Samiti.
- Motivate the Samiti at all level for more pravasa, swavalamban and expansion.
- Organizing all monthly meetings
- Ensure Samiti participation in Bhag Karyalaya Samiksha Baithak and Anchal Samiksha Varga.
- Ensure building Sneha Sampark Parivar and Vidyalaya Samrakshak Parivar.
- Ensure in each Anchal, regular Vanyatra and Opinion / discussion team meetings.
- Ensure regular meetings of Bhag & Anchal Samiti (Nirnaya Toli)
- Ensure carrying out of Ekal Systems in their Bhag.
- Ensure fullness of Karyakarta toil upto Bhag and their training

Travel Plan

Anchal Samiksha Varga	- 2 days	= 10 days
Bhag Samiksha Baithak	- 2 days	
Sambhag Samiksha Baithak	- 3 days	
Travel for baithak	- 3 days	
GSD Pravasa		- 5 days

(Atleast one day-night stay in GSD village every month)

- Strengthening of Bhag Samiti - 3 days
- Strengthening of Anchal Samiti - 2 days
- For other activities like vanyatra etc. - 5 days
- Total 25 days-25 nights (Baithak-10 days, GSD visit-5 days and other works-10 days)

Annual Program

- Organizing Annual function of vidyalaya(s)
- Organizing Sports competition at Upasanch level
- Organizing Sanch and Anchal Sammelan
- Organizing Sri Ram Navami
- Organizing Annual function of Anchal(s)

Outcome

- Karyakarta in "A" grade.
- Anchal Samiti in "A" grade.
- Bhag Samiti in "A" grade
- All the Vidyalaya of Bhag in "A" grade.
- All activities in Bhag in "A" grade.
- Samiti Collections in "A" grade

Co-operation

- Cooperation in all the five activities of Abhiyan
- Comprehensive cooperation with Gram Sangathan

14.3 ANCHAL ABHIYAN PRAMUKH

Operational Area – Complete Anchal

Work

- Handle administrative responsibility of the Anchal.
- Prepare detailed work plan for the Anchal.
- Encourage and develop self-confidence of all the Karyakarta.
- Improve personal interactions with Karyakarta for their stability.
- Strengthening the Anchal and Sanch Samiti.
- Motivate the Samiti for more swavalamban and expansion.
- Organizing all monthly meetings
- Ensure Samiti participation in Anchal Samiksha Varga.
- Ensure building Sneha Sampark Parivar and Vidyalaya Samrakshak Parivar.
- Ensure Vanyatra and Opinion / discussion team meetings every month.
- Ensure regular meetings of Anchal Samiti (Nirnaya Toli)
- Ensure carrying out of Ekal Systems in their Anchal.
- Ensure training of all Acharya and Seva Vrat Karyakarta

Travel Plan

Sanch Abhyas Varga	- 5 days	= 10 days
Anchal Samiksha Baithak	- 2 days	
Bhag Samiksha Baithak	- 3 days	
Travel for baithak	<u>- 1 days</u>	
GSD Pravas		- 5 days

(Atleast one day-night stay in GSD village every month)

- Strengthening of Anchal Samiti - 3 days
- Strengthening of Sanch Samiti - 4 days
- For other activities like vanyatra etc. - 3 days

Total 25 days-25 nights (Baithak-10 days, GSD visit-5 days and other works-10 days)

Annual Program

- Organizing Annual function of vidyalaya(s)
- Organizing Sports competition at Upasanch level
- Organizing Sanch and Anchal Sammelan
- Organizing Sri Ram Navami
- Organizing Annual function of Anchal(s)

Outcome

- Karyakarta in "A" grade.
- Gram Samiti in "A" grade.
- Sanch Samiti in "A" grade.
- Anchal Samiti in "A" grade
- Samiti Collections in "A" grade

Co-operation

- Cooperation in all the five activities of Abhiyan
- Comprehensive cooperation with Gram Sangathan

15. JOB RESPONSIBILITIES (PRATHAMIK SHIKSHA)

15.1 Sambhag Prathamik Shiksha Pramukh

Operational Area – Complete Sambhag

Work

- Planning training camps in the Sambhag.
- Preparing annual work plan on the subject.
- Complete responsibility of quality of Vidyalaya.
- Complete responsibility of cautious selection of training team.
- Fulfillment of the Bhag and Anchal training team.
- Increasing self-confidence and capacity of training team.
- Ensure completion of training of all Acharya and Seva Vrati Karyakarta.
- Awaken strong desire to become a good instructor in all the Karyakarta.
- Build contacts to strengthen Bhag and Anchal Shiksha Samiti.
- Ensure proper arrangement, regularity and quality of all training camps.

Travel Plan

Bhag Samiksha Baithak	- 2 days	
Anchal Samiksha Baithak	- 2 days	
Masik Abhyas Varga	- 5 days	
Travel for baithak	<u>- 1 days</u>	= 10 days
GSD Pravas		- 5 days

(At least one day-night stay in GSD village every month)

- Strengthening of Bhag Samiti - 3 days
- Strengthening of Anchal Samiti - 2 days
- Travel for other activities like Training camps - 5 days

Total 25 days-25 nights (Baithak-10 days, GSD visit-5 days and other works-10 days)

Program

- Organizing Annual function of vidyalaya(s)
- Organizing Sports competition at Upasanch level
- Organizing Annual function of Anchal
- Ensuring regularity of all the training camps.

Outcome

- Training camps in "A" grade.
- Karyakarta in "A" grade.
- Acharya in "A" grade.
- Anchal Shiksha Samiti in "A" grade.
- Bhag Shiksha Samiti in "A" grade.

Co-operation

- Cooperation with Gatavidhi Department and Yojana Toli

15.2 Bhag Prathamik Shiksha Pramukh

Operational Area – Complete Bhag

Work

- Preparing annual work plan on the subject.
- Planning training camps in the Bhag.
- Complete responsibility of quality of Vidyalaya.
- Complete responsibility of cautious selection of Acharya.
- Fulfillment of the Anchal training team.
- Increasing self-confidence and capacity of training team.
- Ensure completion of training of all Acharya and Seva Vrati Karyakarta of the Bhag.
- Awaken strong desire to become a good instructor in all the Karyakarta
- Build contacts to strengthen Bhag, Anchal and Sanch Shiksha Samiti.
- Ensure proper arrangement, regularity and quality of monthly and half-yearly camps.

Travel Plan

Bhag Samiksha Baithak	- 2 days	= 10 days
Anchal Samiksha Baithak	- 2 days	
Masik Abhyas Varga	- 4 days	
Travel for baithak	- 2 days	
GSD Pravas		- 5 days

(At least one day-night stay in GSD village every month)

- Strengthening of Bhag Samiti – 3 days
- Strengthening of Anchal Samiti – 2 days
- Travel for other activities like Training camps – 5 days

Total 25 days-25 nights (Baithak-10 days, GSD visit-5 days and other works-10 days)

Program

- Organizing Annual function of vidyalaya(s)
- Organizing Sports competition at Upasanch level
- Organizing Sri Ram Navami
- Organizing Annual function of Anchal(s)
-

Outcome

- Training camps in “A” grade.
- Karyakarta in “A” grade.
- Acharya in “A” grade.
- Sanch Shiksha Samiti in “A” grade.
- Anchal Shiksha Samiti in “A” grade.
- Bhag Shiksha Samiti in “A” grade.

Co-operation

- Cooperation with Gatividhi Department and Yojana Toli

15.3 Anchal Prathamik Shiksha Pramukh

Operational Area – Complete Anchal

Work

- Ensure completion of training of all Acharya and Seva Vrati Karyakarta of the Anchal.
- Awaken strong desire to become a good instructor in all the Karyakarta
- Have personal interactions with Acharya for their stability and encouragement for promotion of “Training Vidyalaya”.
- Build contacts to strengthen Anchal and Sanch Shiksha Samiti.
- Ensure proper arrangement, regularity and quality of monthly and half-yearly camps.

Travel Plan

Anchal Samiksha Baithak	- 2 days	
Masik Abhyas Varga	- 3 days	
GSD Pravas		- 5 days

(Atleast one day-night stay in GSD village every month)

- Strengthening of Anchal Samiti - 10days
- Travel for other activities like Vidyalaya Pravas, Training camps - 5days

Total 25 days-25 nights (Baithak-5 days, GSD visit-5 days and other works-15days)

Program

- Organizing Annual function of vidyalaya(s)
- Organizing Sports competition at Upasanch level
- Organizing Sri Ram Navami
- Organizing Annual function of Anchal(s)

Outcome

- Karyakarta in “A” grade.
- Acharya in “A” grade.
- Sanch Samiti in “A” grade.
- Vidyalaya in “A” grade.

Arrangements

- Arranging student teaching materials
- Arranging Acharya teaching materials
- Arranging syllabus for Acharya

Co-operation

- Cooperation with Gatividhi Department and Yojana Toli
- For Harikatha / Sanskar Shiksha

15.4 Sanch Prathamik Shiksha Pramukh

Operational Area – 30 vidyalaya villages of Sanch and other 90 contact villages

Work

- Ensure a strong Sanchcommittee
- Responsibility of maintaining high morale of Acharya
- Ensure completion of training of all 30 Acharya of the Sanch.
- Ensure proper management of Masik Abhyas Varga
- Constituting the Shiksha Samiti at Sanch Kendra, with minimum 3 members, formed by retired and working teachers.
- Constituting the Shiksha Samiti at each vidyalaya with minimum 3 members.
- In Sanch Kendra, build Sneha Sampark Parivar for each vidyalaya and show these families our vidyalaya
- Have personal interactions with Acharya for their stability and ensure regular functioning of the vidyalaya.

Travel Plan

Anchal Samiksha Baithak	- 2 days	
Masik Abhyas Varga	- 1 days	
		- 3 days

(Atleast one day-night stay in GSD village every month)

- Strengthening of Sanch Samiti – 4 days
- GSD Pravas - 10 days
- Travel for other activities like Vidyalaya Pravas, Training camps – 8 days

Total 25 days-25 nights (Baithak-3 days, GSD visit-10 days and other works-12 days)

Program

- Organizing Annual function of vidyalaya(s)
- Organizing Sports competition at Upasanch level
- Organizing Sri Ram Navami
- Organizing Sanch Sammellan

Outcome

- All Vidyalaya of the Sanch in “A” grade.
- Acharya in “A” grade.
- Gram Samiti in “A” grade.
- Sanch Samiti in “A” grade.
- Swavalamban through Samiti in “A” grade.
- Arranging and organizing M.A.V. in “A” Grade

Shiksha Samiti in each Vidyalaya in “A” Grade

Arrangements

- Collecting Vidyalaya Patra (STL) and Acharya Patra (TCL)
- Systematic distribution of teaching materials
- Inspection and collection of Attendance Sheet and GKV

Co-operation

- Cooperation with Gatavidhi Department and Yojana Toli
- For Harikatha / Sanskar Shiksha

16. JOB RESPONSIBILITIES (GATIVIDHI)

16.1 Sambhag Gatividhi Pramukh

Operational Area – Complete Sambhag

Forming committees

- At Sambhag Centre, form 3 individual committees for each subject of Gatividhi Department (Health, Rural Development and Awareness) with minimum of 5 members in each committee including President, Secretary and Treasurer.
- At all Bhag Centres, form committees in the same manner
- Ensure organizing the Sambhag Samiti Baithak twice every month in your presence and participate every month at least in one of the two Bhag Samiti Baithak in each Bhag.
- Help forming Anchal, Sanch and Village Gatividhi Samiti

Travel Plan

Sambhag Samiksha Baithak	- 3 days	
Sambhag Gatividhi Samiti Baithak	- 3 days	
Bhag Varga Baithak	- 6 days	
(Minimum in 3 Bhags every month)		
Travel for baithak	- 3 days	= 15 days
GSD Pravas		- 5 days
(At least one day-night stay in GSD village every month) For other activities like vanyatra etc.		- 5 days

Total 25 days-25 nights (Baithak-15 days, GSD visit-5 days and other works-5 days)

Varg baithak

- 2-day baithak at Sambhag Centre, for all Gatividhi Pramukh wherein all the Bhag MWR will be compiled and Sambhag MWR prepared.
- Review of travel plan of all Bhag Gatividhi Pramukh and finalise their Advanced Tour Program.
- Prepare Annual work plan for all levels–Sambhag to Village.
- To be present for administrative works as well as a trainee in Naishnatya and Naipunya Varga
- To be present for administrative works as well as an instructor in other Varga

Work to be done Sambhag Kendra

- To be present in the monthly of Samiti baithak of all the 3 subjects.
- Compile the MWR received from Bhags and prepare Sambhag MWR and send the hardcopy to Ekal Abhiyan Karyalaya along with Sambhag Abhiyan MWR. File one copy of MWR at Sambhag Centre and send every month the scanned copy of MWR to email id of Ranchi GMY (gmyranchi@gmail.com).
- For better administration of the works, form Sambhag Toli for all the three subjects in Sambhag like arranging doctor, vehicles, medicines for medical camp, arranging fruit plants and other saplings for nutritious gardens and tree plantation by children, as far as possible by Sambhag Samiti and through other organisations like Lions, Rotary club etc.

- In Sambhag and Bhag centres, have contacts and rapport with government departments like Health, Agriculture, Animal Husbandry, Horticulture, Sports, Land and Water, Welfare. Get information on the projects of these departments and get their cooperation in our plans.
- In Sambhag and Bhag centres, have contacts and rapport with persons from news agencies; get their contact phone, email and addresses. Try to publish some news of Gatividhi department every month without fail.
- At Sambhag Centre, organise workshops for 3-4 hours by 25-30 persons on anaemia and malnutrition, organic / natural farming and need for safeguarding cows, conservation of forests, environment and water. All arrangements for this purpose- banner, photography and publication in news media etc.-are to be done at the local level.
- Try to arrange atleast one vanyatra every month from SambhagKendra.

Other Works

- Execution of the works on the basis of notices of Central Baithak / Varga and other programs.
- Coordination in all the programs organised in Bhag and Anchalcentres.

16.2 Bhag Gatividhi Pramukh

Operational Area – Complete Bhag

Forming committees

- At Bhag Centre, form a committee for all the three subjects (Health, Rural Development and Awareness) with 7 members (2 persons as in-charge for each subject, 1 convener)
- Ensure organizing the Bhag Gatividhi Baithak twice every month in your presence.
- Holding direct responsibility of forming such Gatividhi committees at all Anchalcentres.
- Organizing Anchal Samiti Baithak twice a month and participate every month atleast in one of the two Anchal Samiti Baithak in each Anchal.
- Help in constituting Gatividhi Samiti at all Sanch and Village level and convey the information to Bhag and SambhagCentres.
- Ensure that the proceedings of all the Samiti Baithak are being documented regularly and properly.

Training

- As a trainee in NaishnatyaVarga
- To be present for administrative works as well as an instructor in Naipunya Varga and DakshataVarga
- To be present full time in all the DakshataVarga
- Ensure organizing Sanch-wise half-yearly Varga for GramPramukh
- Ensure your presence in maximum possibleVarga.

Travel Plan

Sambhag Samiksha Baithak	- 2 days	= 15 days
Bhag Samiksha Baithak	- 3 days	
Anchal Gatividhi Baithak	- 7 days	
Travel for Baithak	- 3 days	
GSD Pravas		- 5 days

(Atleast one day-night stay in GSD village every month) For other activities like vanyatra etc. - 5 days

- Total 25 days-25 nights (Baithak-15 days, GSD visit-5 days and other works-5 days)

Program and arrangements

- Arranging doctor, vehicles, medicines for medical camp, arranging fruit plants and other saplings for nutritious gardens and tree plantation by children.
- Try to arrange atleast one Vanyatra every month from Bhag Kendra.
- In State and District Centres, have contacts and rapport with government departments like Health, Agriculture, Animal Husbandry, Horticulture, Sports, Land and Water, Social Welfare. Get information on the projects of these departments and get their cooperation in our plans.
- In State and District Centres, have contacts and rapport with persons from news agencies; get their contact phone, email and addresses. Try to publish some news of Gatividhi department every month without fail.
- At Bhag and Anchal Centres, organise workshops for 3-4 hours by 25-30 persons on anaemia and malnutrition, organic / natural farming and need for safeguarding cows, conservation of forests, environment and water. All arrangements for this purpose - banner, photography and publication in news media etc. - are to be done at the local level.

Organizing Anchal Sammelan.

- In Bhag Baithak, compile all the MWR received from Anchal and prepare Bhag MWR and present in Sambhag Baithak.
- Forward the experience statements received with Anchal MWR to Sambhag and send a scanned copy to Gramothan Karyalaya in Ranchi by email.

16.3 Anchal Gatividhi Pramukh

Operational Area – Complete Anchal

Forming committees

- Formation of a 7-member Gatividhi Samiti at Anchal.
- Ensure organizing the Anchal Gatividhi Baithak twice every month in your presence.
- Ensure formation of such Gatividhi committees at all Sanch.
- Be present full time in atleast three Sanch Samiti Baithak, every month and during these baithak, organise a separate baithak with Sanch Samiti in your presence. Compile the Gatividhi MWR received from all Sanch and prepare Anchal Gatividhi MWR in Anchal Samiksha Varga.
- Participate in Bhag baithak with Anchal MWR.

Training

- As a trainee in NaipunyaVarga
- To be present for administrative works as well as an instructor in DakshataVarga
- To be present as an instructor in Gram Gatividhi PramukhVarga

It is mandatory to be present full time in Gram Gatividhi Pramukh Varga of all the Sanch.

Travel Plan

Sanch Gatividhi Baithak	- 2 days	= 10 days
Anchal Samiksha Baithak	- 2 days	
Sanch Gatividhi Baithak	- 6 days	
GSD Pravas		- 5 days

(Atleast one day-night stay in GSD village every month) For

othervillagevisits - 5days

For other activities likevanyatraetc. - 5days

Total 25 days-25 nights (Baithak-15 days, GSD visit-5 days and other works-5days)

Other Works to be carried out

- Prepare and review Monthly travel plan of all Sanch GatividhiPramukh
- Completion of the works of all the three subjects from Sanch to Village level as per plans.
- In District Centres, have contacts and rapport with government departments like Health, Agriculture, Animal Husbandry, Horticulture, Sports, Land and Water, Social Welfare. Get information on the projects of these departments and get their cooperation in our plans.
- In Anchal and Sanch Centres, have contacts and rapport with persons from news agencies; get their contact phone, email and addresses. Try to publish some news of Gatividhi department every month without fail.
- Every month prepare atleast one experience statement (effect of our work) for all the three subjects with photograph and complete data and send to Bhag Centre with MWR.

Program and arrangements

- Medical Camp – In all the Sanch, atleast once in a year, organise medical camp. That is to organise one medical camp every month in the Anchal.
- Arranging fruit plants and other saplings for nutritious gardens and tree plantation by children, through Anchal and Sanch Samiti. Get help and cooperation from Agricultural Department, Horticultural Department, Forest Department, and other organisations like Lions Club, Rotary Club.
- Arrangements for prize materials at Sanch level for running competition on 12th January and sportstournaments.
- After completing the events at Sanch level, arranging and organizing sports events at Anchallevel.
- At Anchal Centre, organise workshops for 3-4 hours by 25-30 persons on anaemia and malnutrition, organic / natural farming and need for safeguarding cows, conservation of forests, environment and water. All arrangements for this purpose - banner, photography and publication in news media etc. - are to be done at the locallevel.
- Ensure presence of Anchal Samiti members for Medical camps, tree plantations, nutritious garden campaigns, Gram PramukhVarga
- Ensure presence of Anchal Samiti members for Sanch MasikBaithak
- Take complete responsibility to make one Sanch of the Anchal as ModelSanch
- Organise AnchalSammelan

17. JOB RESPONSIBILITY -FINANCE (ARTH) DEPARTMENT

Operational Area – Complete Sambhag

Work

- Strengthen activities of selected Karyakarta of Nagar Sangathan and GramSangathan
- Increase cooperation all the members in financial planning.
- Ensure financial discipline including compliance with tax and other laws
- On receipt of any complaint from workspace, verify through FFT and to make available the report to Vyavastha Karyalaya within 10days
- Interact with the office-bearer who has signed the report and increase his/her trustworthiness.
- Compare monthly budget and expenses and spend only according to thebudget
- All the activities to be followed as per Ekal Systems and in workspace perform the role of systemguard
- Annual Audit of the income-expenditure of GramSangathan
- Ensure timely disbursement of all kinds of payments through Nagar Sangathan / Gram Sangathan
- Visit stipulated GSD villages everymonth
- Review PSG and SSCchart
- Ensure to have atleast one “Knowledge Volunteer” in each Bhag centre, who has computer with internet facility, has interest in reading Ekal literature and checks email regularly.
- Update regularly the stock register in Anchal, Bhag and SambhagCentres
- Update regularly the Visitors’ register in Anchal, Bhag and SambhagCentres
- Be present in Bhag and SambhagBaithak
- Regularisation of the meeting of decision-making team at all levels and preparing the proceedings

Travel Plan

Bhag Samiksha Baithak	- 2 days	
Sambhag Samiksha Baithak	- 2 days	
CBT Baithak	- 3 days	
Travel for baithak	<u>- 3 days</u>	=10 days
GSD Pravas		- 5 days
(Atleast one day-night stay in GSD village every month)		
Discussions withAnchalsamiti		- 3 days
Travel for discussions with office-bearersof Nagara andGramSangathan		- 3 days
Travel for other activities like Verification ofcomplaintsetc.		- 4 days

- Total 25 days-25 nights (Baithak-12 days, GSD visit-5 days and other works-8days)

Outcome

- Samiti in “A”grade.
- Samiti Collections in “A”grade
- SSC chart always updated in VyavasthaKaryalaya
- Payments alwaysupdated
- 100% adherence to the system in theworkspace

18. JOB RESPONSIBILITY – KARYALAYA VIBHAG

18.1 ABHIYAN KARYALAYA TEAM

Operational Area – Complete Sambhag Work

- Make available reports to ABK through MIS and handwritten MAR, MWR, AMR
- Complete Bhag, Sambhag and Prabhag Karyalaya Samiksha Baithak in your presence and participate in Kendriya VyavasthaBaithak
- Analysis and improvement of carepoints
- To make a diagnosis with Chapter for honorarium of Acharya andSeva Vrat
- Ensure strengthening of Samiti through regularvisits
- Inspect Anchal, Bhag, Sambhag and PrabhagKaryalaya
- Arrange reports related to the donors – SPR, VDR, SIF, STL andTCL
- Arrange for regular supply, inspection and reporting of teachingmaterials
- Arrange for proper data base management (KIF, SKIF, SIF, Contact List and Pass-out Student Data etc.)

Travel Plan

Bhag Samiksha Baithak	- 2 days	=12 days
Sambhag Samiksha Baithak	- 2 days	
Abhiyan Karyalaya Baithak	- 3 days	
Travel for baithak	- 5 days	
GSD Pravas		- 5 days

(Atleast one day-night stay in GSD village every month) Travel for discussions with office-bearers of Nagar andGramSangathan – 3

Travel for other activities like correction oferrorsetc. – 5

- Total 25 days-25 nights (Baithak-12 days, GSD visit-5 days and other works-8days)

18.2 SAMBHAG, BHAG, ANCHAL KARYALAYA PRAMUKH

Work

- Make available the reports to ABK through MIS and handwritten MAR, MWR andAMR
- Complete Monthly Karyalaya Samiksha Baithak with expected Samitimembers
- Analysis and improvement of carepoints
- Ensure payment of honorarium of all Acharya andSeva Vrat
- Arrange reports related to the donors – SPR, VDR, SIF, STL andTCL
- Arrange for regular supply, inspection and reporting of teachingmaterials
- Arrange for proper data base management (KIF, SKIF, SIF, Contact List and Pass-out Student Data etc.)

Travel Plan

KaryalayaSamikshaBaithak	- 3 days	
Travelforbaithak	- 2days	= 5days
GSDPravas		- 5days

(Atleast one day-night stay in GSD village every month)

Travel for other activities like correction oferrorsetc. – 2 days

In office –13days

- Total 25 days-25 nights (Baithak-5 days, GSD visit-5 days and other works-2 days, present in office-13days)

19. JOB RESPONSIBILITY FOR GRC

19.1 Centre In Charge (Kendra Pramukh)

- Assigning and reviewing the routine work of the Karyakarta and employees of all departments
- To take care of routine activities of the centre such as farming, gardening, nursery, cowshed, Shramanand Education Niketan, technical training etc.
- To continue in villages the training for nutritious garden and organic farming, create action plan and support Village Coordinator and Trainer. Visit to the villages in person for 5 days every month is mandatory.
- Strengthen Gram Sangathan and Nagar Sangathan
- Ensure meeting of all committees such as Local Committee (weekly twice), vyavastha committee (monthly twice) and chapter committee (monthly once) and in these meetings present the work report of the GRC and accomplish the works.
- To take care of guests, officials and trainers who visit GRC.
- Accomplish the projects of the centre and send periodical reports.
- Review and sign the travel plans, leave, travel expenses of all the Karyakarta of GRC.
- Ensure all the Karyakarta, employee and trainers of GRC are connected with bank. Open bank accounts for all of them and connect the account with Pradhan Mantri Jan Dhan Yojana, Pradhan Mantri Jeevan Jyoti and Suraksha Bima plans.
- To take care of sending MAR and MWR on stipulated date every month.
- Participate in Kendriya Varga-Baithak such as Kendriya Yojana Baithak in February/March.
- To manage of all kinds of production related works, storage and sale of produce arrived due to self-employment and to speed up the activities to make GRC self-sufficient
- To establish connections, relationship with, get cooperation of government and other agencies, towards infrastructure development, Swavalamban, production and training programs of GRC.
- Efforts to be made to get help of government schemes to the trainees, rural women and farmers.
- To take care of safeguarding and developing all kinds of infrastructure of GRC.
- To organize regularly weekly/monthly baithak and training camp of related activity for the development of all the Karyakarta.
- Manage training and development of GRC and Gram Sangathan Karyakarta
- Before proceeding on leave, inform the Kendriya Karyalaya and the Kendra Samiti and handover all the responsibilities to Kendra Prashikshan Pramukh or Gram Prashikshan Pramukh who has been declared as the Saha Prakaalp Pramukh.

19.2 Centre Training In Charge (Kendra Prashikshan Pramukh)

- Take care of all kinds of training such as self-employment programs for Women, Youth and Farmers, self-sustaining, personality development, cultivation, gardening, cow-breeding etc. being organised in GRC.
- For the self-help training programs like skill training, IT, Tailoring, mushrooms cultivation etc.
 - Prepare course curriculum

- Select and train the trainer/faculty
- Timely intimation to trainees, enrolment, arrangements for training, timely completion of the course, examination, certificates etc.
- Ensure those who have completed training are connected with bank (Pradhan Mantri Jan Dhan Yojana, Pradhan Mantri Jeevan Jyoti and Suraksha Bima plans).
- To get help of government schemes to those who have completed training, cooperation in other ways for their self-reliance, cooperation in production and marketing of their products
- Prepare the Personality Development course for Youth Camp, arranging suitable faculty and organise camp every month for 25-30 youth including the trainees.
- Arrange trainer and training materials for training to farmers and rural women in gardening, organic manure, Jeevamrut, insect repellent, Gonyle and food processing
- Ensure to take care of production due to training, assist Prakash Pramukh in managing storage and sale of produce.
- Based on the need of the village arrange for training in new activities such as mobile / solar light repairing, plumbing, bamboo and wood craft, food processing etc.
- To have long-lasting relationship with all the trainees, form "Vivekananda Youth Club" and enroll them as members and through bi-monthly / quarterly magazine keep them informed about their subjects and organise a half-yearly conference of former trainees at GRC.
- Maintain record of all the training session and trainee.
- To get their continuous training program send the trainers to other places along with the training centres
- Cooperate in preparing MWR of GRC
- Photography, videography and documentation of all the activities of GRC
- In the absence of Centre In-charge discharge all the responsibilities of Centre In-charge (except financial transactions).
- Contact trainees in at least 5 villages every month.
- Participate in weekly and monthly baithak of GRC.

19.3 Gram Sanyojak (Village Co-ordinator) (Sangathan)

- The direct responsibility of all the schemes being implemented in 100 villages connected with GRC and of the Gram Sangathan
- Implement all the schemes of Gramothan Yojana in core Sanch (30 villages) – that is each village having 10 nutritious gardens, 10 acres of organic farming, 10 youth trained in self-employment, self-reliance, cleanliness movement, nutritious garden and organic farming.
- To help Karyakarta of Gatividhi department in making core Sanch as Model Sanch.
- In two Sanch, apart from Core Sanch complete training in all the schemes of Gramothan Yojana and begin training in self-employment, nutritious garden and organic farming.
- Complete 2-day training in nutritious garden and organic farming in 5 villages every month. It is mandatory to stay in night in that village during the training.
- Select 4 representatives (farmer-woman-young man- young woman) and give them 3- day training at GRC.
- Selecting and including trainees for all kinds of training of GRC such as self-employment, self-reliance for women, training for farmers, personality development

- Connecting with bank those who have completed training, cooperation with bank and other government departments and cooperating in their self-employment and self-reliance.
- Cooperation in arranging sale of produces of farmers, women and self-employed
- Direct responsibility of showing-explaining the on-going activities of Gramothan Yojana in villages to guests, trainees from outside, officials from government or other organisations.
- Arrange exposure visit for farmers, women and trainees to GRC or to other places. Collaborate with village coordinator (Training)
- At least 20 days in a month visit villages and inform the developments daily to Prakash Pramukh.
- Cooperate with the associate Karyakarta in preparing Village Progress Report
- Direct responsibility of forming "Vivekananda Youth Club" in each village, organizing monthly baithak and arranging two talks.
- Spreading the literature and magazines of Gramothan Yojana to villages and membership campaign for various schemes related to the center of the village.
- Participate in weekly and monthly baithak of GRC.

19.4 Gram Sanyojak (Village Co-ordinator) (Prashikshan)

- Direct responsibility of training for all the schemes such as self-employment programs for Women, Youth and Farmers, self-sustaining, personality development, cultivation, gardening, cow-breeding etc. being implemented in 100 villages connected with GRC.
- Direct responsibility of completing training in nutritious garden and organic farming in 5 villages every month.
- Prepare the list of all the trainees, photograph and progress report
- Cooperate with the village coordinator in selecting 4 Gramothan Yojana representatives (farmer-woman-young man-young woman), arranging for them 3-day training at GRC.
- Get Gramothan Yojana Prathinidhi help during Training programs in villages
- Provide technical support to those who have completed training
- Visiting 20 villages every month and it is mandatory to stay in night in that village during the training.
- Participate in weekly and monthly baithak of GRC.

19.5 Sambhag and Bhag Vikas Pramukh

- Strengthening the Samiti and development of the organization in their centres
- Creating enthusiasm in the worker, classification of workers and development
- Punish in case of verification and financial irregularities
- Compilation of news
- Convening Sanch Baithak and Sanch Sammelan
- Provide technical support to those who have completed training
- Special reporting (CSR & Big donors)
- Organizing Anchal Orientation Course
- Motivation for self-education and knowledge sharing

20. JOB RESPONSIBILITY SANSKAR SHIKSHA

20.1 SAMBHAG SANSKAR SHIKSHA PRAMUKH

Operational Area – Complete Sambhag

Work

- Planning the training camps in the Sambhag.
- Preparing annual work plan on the subject.
- Fulfillment of the Bhag and Anchal team.
- Increasing self-confidence and capacity of all the Kathakar.
- Ensure completion of training of all Kathakar
- Awaken strong desire to become a good Kathakar in all the Karyakarta
- Building good relationship with Bhag and Anchal Samiti in view of active local collections.
- Make special efforts for organizing effective and productive Rath program
- Regularly present in Prabhag and Sambhag Samiksha Baithak, your MAR and MWR.

Travel Plan

Satsang Gram GSD Pravas	- 5 days & night
Sambhag Baithak	- 2 days
Prabhag Baithak	- 2 days
To strengthen Bhag & Anchal Samiti	- 2 days
Organizing Katha	- 14 days

Program

- Organise Satsang and Weekly classes in Sanskar Kendra
- Organise Katha program in all the towns of Sambhag
- Ensure regularity of all training camps

Outcome

- Satsang Kendra and Weekly Classes in “A” grade.
- All Kathakar in “A” grade.
- Sanskar Shiksha Samiti in “A” grade

Co-operation

- Cooperation with Gatividhi Department and Yojana Toli

20.2 BHAG VYAS KATHAKAR

Operational Area – Complete Bhag

Work

- Planning the training camps in the Bhag.
- Preparing annual work plan on the subject.
- Fulfillment of the Anchal and Sanch team.
- Increasing self-confidence and capacity of all the Kathakar.
- Ensure completion of training of all Kathakar

- Awaken strong desire to become a good Kathakar in all the Karyakarta
- Building good relationship with Bhag and Anchal Samiti in view of active local collections.
- Make special efforts for organizing effective and productive Rath program
- Regularly present your MAR and MWR to the funding organization.
- Regularly present in the Bhag and Sambhag Samiksha Baithak

Travel Plan

Satsang Gram GSD Pravas	- 5 days & night
Sambhag Baithak	- 2 days
Bhag Baithak	- 2 days
To strengthen Bhag & Anchal Samiti	- 2 days
Organizing Katha	- 14 days

Program

- Organise Satsang and Weekly classes in Sanskar Kendra
- Organise Katha program in all the towns of bhag
- Ensure regularity of all training camps

Outcome

- Satsang Kendra and Weekly Classes in "A" grade.
- All Kathakar in "A" grade.
- Sanskar Shiksha Samiti in "A" grade

Co-operation

- Cooperation with Gatividhi Department and Yojana Toli

20.3 BHAG SATSANG PRAMUKH

Operational Area – Complete Bhag

Work

- Identifying new Satsang Sadhak, organizing prathamik varga and training
- Participate in the Monthly Bhag Vyavastha Varga
- Having contacts with Pranta Sangathan Secretary of parental organization and be present in Pranta Baithak
- Preparing annual work plan on the subject.
- Fulfillment of the Anchal and Sanch team.
- Increasing self-confidence and capacity of all the Satsang Sadhak
- Awaken strong desire to become a good Satsang Sadhak in all the Karyakarta
- Building good relationship with Bhag and Anchal Samiti in view of active local collections.
- Organizing Gram Satsang Pramukh Varga
- Regularly present in the Bhag Samiksha Baithak

Travel Plan

Satsang GramGSDPravas	- 5 days &night
BhagVyavasthaVarga	- 2days
BhagSamikshaBaithak	- 2 days
To strengthen Bhag & Anchal Samiti	- 2 days
MasikAbhyasVarga	- 4ays
Satsang KendraPravas	-10days

Program

- Organise Satsang and Weekly classes in SanskarKendra
- Organise Katha program in all the towns ofBhag
- Ensure regularity of all training camps

Outcome

- Satsang Kendra and Weekly Classes in “A” grade.
- All Kathakar in “A” grade.
- Sanskar Shiksha Samiti in “A” grade

Co-operation

- Cooperation with Gatividhi Department and YojanaToli

20.4 ANCHAL VYAS KATHAKAR

Operational Area – Complete Anchal**Work**

- Organizing the training camps of theAnchal
- Preparing annual work plan on the subject.
- Fulfillment of the Sanchteam.
- Increasing self-confidence and capacity of allKathakar
- Ensure training of allKathakar
- Building good relationship with Anchal and Sanch Samiti in view of active local collections.
- Regularly present your MAR and MWR to the fundingorganization.
- Regularly present in the Anchal and Bhag SamikshaBaithak

Travel Plan

Satsang GramGSDPravas	- 5 days &night
BhagBaithak	- 2days
AnchalBaithak	- 2days
To strengthen Anchal &SanchSamiti	- 2 days
MasikAbhyasVarga	- 4ays
Organizing Kathaprograms	-10days

Program

- Organise Satsang and Weekly classes in SanskarKendra
- Organise Katha program in all the towns ofAnchal
- Ensure regularity of all training camps
- Present in Gram Satsang Pramukh Varga as a trainer

Outcome

- Satsang Kendra and Weekly Classes in “A” grade.
- All Kathakar in “A” grade.
- Sanskar Shiksha Samiti in “A” grade

Co-operation

- Cooperation with Gatividhi Department and YojanaToli

20.5 ANCHAL SAADHAK

Operational Area – Complete Anchal

Work

- Identifying new Satsang Sadhak, organizing prathamik varga and training
- Participation in monthly Bhagbaithak
- Having contacts with Pranta Sangathan Secretary of parental organization and be present in Prantabaithak
- Organizing the training camps of the Anchal
- Preparing annual work plan on the subject.
- Fulfillment of the Sanch team.
- Increasing self-confidence and capacity of all Sanch Satsang Sadhak
- Ensure training of all Sanch Satsang Sadhak
- Awaken strong desire to become a good Satsang Sadhak in all the Karyakarta
- Building good relationship with Anchal and Sanch Samiti in view of active local collections.
- Regularly present in Vyavastha and Samiksha Baithak of the Anchal
- Regularly present your MAR and MWR to the funding organization.

Travel Plan

Satsang Gram GSD Pravas	- 5 days & night
Anchal Vyavastha Varga	- 2 days
Anchal Samiksha Varga	- 2 days
To strengthen Anchal & Sanch Samiti	- 4 days Satsang
Kendra Pravas	- 12 days

Program

- Organise Satsang and Weekly classes in Sanskar Kendra
- Organise Katha program in all the towns of Anchal
- Ensure regularity of all training camps

Outcome

- Satsang Kendra and Weekly Classes in “A” grade.
- All Kathakar in “A” grade.
- Sanskar Shiksha Samiti in “A” grade

Co-operation

- Cooperation with Gatividhi Department and YojanaToli

20.6 SANCH VYAS KATHAKAR

Operational Area – Complete Sanch

Work

- Training Gram Satsang Pramukh
- Discourses in village satsang programs
- Conducting Weekly classes
- Organizing discourses in each village every year and delivering discourses
- Providing training in monthly satsang baithak and in yearly satsang camp
- Preparing annual work plan on the subject.
- Ensure training of all Gram Satsang Pramukh
- Awaken strong desire to become a good karyakarta in all the Gram Satsang Pramukh
- Building good relationship with Sanch and Gram Samiti in view of active local collections.
- Make special efforts for organizing effective and productive Rath program
- Regularly present your MAR and MWR to Anchalkendra
- Regularly present in Sanch Masik Abhyas Varga and Anchal Vyavastha Varga

Travel Plan

Satsang Gram GSD Pravas	- 5 days & night
Sanch Abhyas Varga	- 2 days
Anchal Vyavastha Varga	- 2 days
To strengthen Sanch & Gram Samiti	- 2 days
To organize discourses	- 14 days

Program

- Organise Satsang and Weekly classes in Sanskar Kendra
- Organise Katha program in all the villages of the Sanch

Outcome

- Satsang Kendra and Weekly Classes in "A" grade.
- All Gram Satsang Pramukh of the Sanch in "A" grade.
- Gram Satsang Samiti in "A" grade

Co-operation

- Cooperation with Gatividhi Department and Yojana Toli

20.6 SANCH SAADHAK

Operational Area – Complete Sanch

Work

- Participate Sanch Masik Abhyas Varga and Anchal VyavasthaVarga
- Having contacts with Block Samiti of parental organization and be present in their baithak
- Depending on Upasanch, organize every month, 3-hour satsang program for GramSatsang Pramukh, Gram Pramukh andAcharya
- Organize 3-day annual camp for Gram SatsangPramukh
- Preparing annual work plan on thesubject.
- Increasing self-confidence and capacity of all Gram SatsangPramukh
- Ensure training of all Gram SatsangPramukh
- Awaken strong desire to become a good karyakarta in all the Gram Satsang Pramukh
- Building good relationship with Sanch and Gram Samiti in view of active local collections.
- Shouldering complete responsibility of Ekal Abhiyan in 10 vidyalaya villages of the Sanch and conducting 30+30=60 satsangKendra.

Travel Plan

Satsang GramGSDPravas	- 5 days & night
SanchAbhyasVarga	- 1 day
AnchalVyavasthaVarga	- 2days
To strengthenSanchSamiti	- 2days
For Satsang Kendra	-1 5 days

Program

- Organise Satsang and Weekly classes in SanskarKendra
- Organise Katha program in all the villages of theSanch

Outcome

- Satsang Kendra and Weekly Classes in “A” grade.
- All Gram Satsang Pramukh of the Sanch in “A” grade.
- Gram Satsang Samiti in “A” grade

Co-operation

- Cooperation with Gatividhi Department and YojanaToli

21 JOB RESPONSIBILITY – NAGAR AND GRAM SANGATHAN

21.1 NAGAR SANGATHAN

Work

- Discharging all duties and rights as per the rules and bye-laws of the registered organization
- Make the working committee members of the Anchal / Sanch understand their responsibility. Ensure quality in the committee's work.
- Organizing effective programs from time to time for social awareness and organization expansion in Chapter / Anchal / Citycentres.
- To determine the role of your fellow workers in organizing different programs
- Organize "Vanyatra" programs for your relatives and friends
- Efforts to be made to develop new chapter
- Efforts to be made to increase the morale of Seva Vrati Karyakarta whoever / whenever is being contacted
- Enable local collections for the vidyalaya of your chapter.
- Providing the opportunity to make each family member a donor.
- At village level, Ekal Abhiyan has become a campaign for women empowerment. Therefore, ensure maximum participation of women in Nagar Sangathan.
- Participating in monthly work review meetings and make them fruitful.

21.2 GRAM SANGATHAN

Work

- Discharging all duties and rights as per the rules and bye-laws of the registered organization
- Make the working committee members of the Anchal / Sanch understand their responsibility. Ensure quality in the committee's work.
- Organizing effective programs from time to time for social awareness and organization expansion in Bhag / Anchal centres.
- To determine the role of your fellow workers in organizing different programs
- Organize "Vidyalaya Darshan" programs for your relatives and friends
- Establish the branch of your registered organization in neighbouring district / town.
- To make the most active members as office bearers in different committees, because their visits to villages and behavior can motivate Seva Vrati worker
- Continuous efforts to make the Sanch / Anchal self-reliant. Adding new donors to the organization
- Providing the opportunity to make each family member a donor.
- At village level, Ekal Abhiyan has become a campaign for women empowerment. Therefore, ensure maximum participation of women in Sanch and Anchal Centres.
- Minimum expected travel plans for various levels:
 - Sambhag Samiti – 5 days in the month
 - Bhag Samiti – 3 days in the month
 - Anchal Samiti – 2 days in the month
- Enable local collections by constituting organizing committee to organize different types of training camps as scheduled.
- Participating in monthly work review meetings and make them fruitful.

22. ABBREVIATIONS

SL	Abb.	Full form	SL	Abb.	Full form
1	AAC	Anchal Abhiyan Committee	36	GRC	Gramothan Resource Centre
2	ABK	Abhiyan Karyalaya	37	GS	Gram Sangathan
3	ABPM	Akhil Bhartiya Pratinidhi Mandal	38	GSKS	Gram Sangathan Kendriya Samiti
4	ABT	Ekal Abhiyan Trust	39	HFRI	Health Foundation of Rural India
5	ACF	Anchal Care family	40	KKM	Kendriya Karyakarni Mandal
6	ACO	Area Coordinator	41	LCO	Local Coordinator
7	AKT	Abhiyan karyalaya Toli	42	MAR	Monthly Account Report
8	ALC	Allotment Chart	43	MC	Management Co-Ordination
9	AOC	Anchal Orientation Course	44	MIS	Management Information System
10	ARC	Arogya Resource Centres	45	MUC	Monthly update chart
11	ARP	Area Plan	46	MWR	Monthly Work report
12	ATG	At a Glance	47	NOC	National Orientation Corse
13	ATO	Anchal Toli	48	NS	Nagar Sangathan
14	AWT	Area Working Team	49	PRP	Proposed Resource Plan
15	BAC	Bhag Abhiyan Committee	50	PSG	Pariwar Sampark Gatrachana
16	BCF	Bhag Care family	51	RC	Report Co-ordination
17	BDO	Budget Outlay	52	RCO	Reginal Coordinator
18	BDP	Budget Plan	53	RMS	Ramavami Session
19	BEC	Bhag Executive Committee	54	RP	Regional President
20	BLSP	Bharat Lok Shiksha Parishad	55	SAC	Sambhag Abhiyan Committee
21	BTO	Bhag Toli	56	SHSS	Sri Hari Satsang Samiti
22	CEC	Central Executive Committee	57	SIF	School Information
23	CMT	Central Management Team	58	SKP	Sanrakshak Pariwar
24	CSR	Corporate Social Responsibility	59	SMC	Summary Chart
25	CYC	Central Yojna Core	60	SMS	Samiti Shreni
26	DA	Disiplinary Authority	61	SPR	School Progress Report
27	DPS	Dipawali Session	62	SSP	Sneh sampark Pariwar
28	DRW	Donar Relation working	63	STO	Sambhag Toli
29	EMD	Ekal Media Division	64	STL	Student Letter
30	EoW	Ekal on Wheels	65	SVK	Seva Vrati Karyakarta
31	EVD	Ekal Vidyalaya	66	SVP	Sambhag Vikas Pramukh
32	EVFI	Ekal Vidyalaya Foundation of India	67	SVS	Seva Varti Shreni (Classification)
33	EVFUS	Ekal Vidyalaya Foundation of USA	68	VCF	Vidyalaya Care Family
34	FTS	Friends of Tribals Society	69	VGL	Vistar Guide line
35	GMV	Gramothan Yojna	70	VSM	Vidyalaya Sanrakshak Mandal

