

**USHA INTERNATIONAL LTD – GURUGRAM**  
**(USS Department)**

**To :** The Executive Chairman  
**From :** Usha Social Services  
**Dated :** 13<sup>th</sup> August 2019  
**Subject :** Launch of 20 Classical Usha Silai Schools with Rural Development Foundation (RDF) in 10 Villages of Gurdaspur and 10 villages of Sangrur District of Punjab.

**Background / Purpose: Launch of 20 Classical Silai Schools in Punjab**

- Silai School project is being rolled out in 20 additional villages in Punjab.
- UIL identified regions where the presence wasn't strong in Punjab.
- USS has shortlisted the Service Provider who is working for women and livelihood options.
- **Rural Development Foundation (RDF)** has been shortlisted by USS for this activity and they will open 20 classical silai schools in Gurdaspur and Sangrur district of Punjab state.
- RDF will also work on the expansion of the Silai School network by establishing Satellite Silai School in the neighboring villages. Once the satellite schools are opened, UIL would support the refresher training for the teachers running the Satellite Silai School.

**Process:**

1. An agreement for a period of one year will be signed between RDF and UIL to take this initiative forward.
2. The silai school teachers from villages will be brought by RDF to the training venue for seven days. They will be trained on sewing and embroidery for five days and servicing for two days.
3. UIL will conduct 7 days residential training of 20 women in 2 batches (10 women in each batch).
4. After completion of training the silai school teacher will establish and run silai schools at their respective villages.
5. RDF will submit periodical progress report and case studies with UIL.
6. Roles and responsibilities of Service Provider are given in Annexure III

**Financials:**

1. The overall cost to UIL towards various expenses incurred for opening of 20 new Classical Silai School is as follows:

#	Details	Amount (INR)	Remarks
1.	Payment to Service Provider (Details as per the Annexure II)	1,36,400/-	Rs.81,840/- (60%) upon signing of the agreement (Since major expenses of the total program implementation cost is incurred during the initial 3 months)
			Rs.27,280/- (20%) on completion of 6 months of program implementation
2.	Goods & Services Tax on Service Provider @ 18 %	NIL	Rs.27,280/- (20%) on the completion of agreement and submission of project completion report
<b>Total to service provider</b>		1,36,400/-	
3.	Accommodation and travelling cost	60,800/-	Boarding-Lodging, travel expenses of trainers / technician (As per the Annexure I)
4.	Start-up Kit (Included in above)	86,272/-	Will be handed over to the teacher of each school on free of cost basis.
<b>Total Cost to the UIL</b>		2,83,472/-	As given in Annexure I

2. The Sewing Machine in the Start-up Kit will be **MB1A** inclusive of GST (as applicable) using Movement Type – 967 to RDF under commitment code **SILA\_0088** of GL No.:**469030** and **FC104545**, leaving En-marked fund column **BLANK**.
3. USS Program Coordinator will be given an advance of Rs.30,000/- for meeting the above expenses including the purchase of training materials, taxi hire charges/ other expenses and settle the same against proper bills/details of expenses.
4. The expenses will be incurred from the location offices of the respective states.
5. These expenses will be out of the Silai School budget, 2019-2020.

**Impact:**

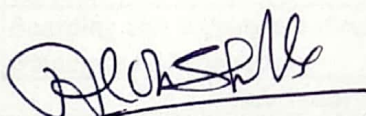
1. UIL will be able to reach out 20 new villages in Punjab.
2. Awareness about Usha International and Silai School Program will be generated in these new 20 villages.
3. Creation of an environment where community encourages learning sewing as skill, which will give them hope, confidence and opportunity for future.
4. Skill enhancement of community members so that they may be self-employed and improve their own livelihood.
5. Motivate school management committees to stitch the uniform in the village with the support of learners of Usha Silai Schools.
6. Motivate learners to enhance and upgrade their technical sewing skills.


**Annexure:**

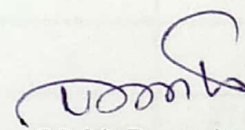
1. Budget details are attached in Annexure I
2. Budget details for training and monitoring to Service Provider in Annexure II
3. The roles and responsibilities of the Service Provider, village and women entrepreneur selection criteria are given in Annexure III.

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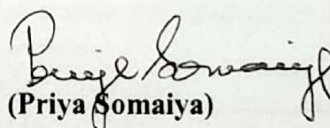
**SUBMITTED FOR APPROVAL**

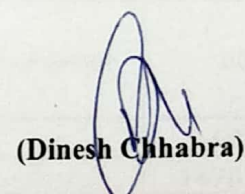
  
(Alok Shukla)

  
(Mary Rupa Tete)

  
(Mohit Donter)

(Harvinder Singh)

  
(Priya Somaiya)

  
(Dinesh Chhabra)

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The above proposal is hereby approved.

26 AUG 2019  
2019.24265

(Executive Chairman)



Budget for Opening of 20 Classical Silai Schools in Punjab with RDF 2019-20				
SL.NO	Particulars	Unit Cost	Frequency	Amount
1	Start-up Kit			
1.1	SM TAILOR DLX TOP Foot Operated with Sheet Metal STAND and Standard TABLE	3155	20	63100
1.2	Approximate GST amount	379	20	7572
1.3	Advanced Level Training Guide (Syllabus for Teachers) in Hindi Language	Book will be issued from the buffer stock		
1.4	Service recall booklet in Hindi Language	50	20	1000
1.5	Teacher Certificates to women entrepreneurs	10	20	200
1.7	ACP Signage Board 2' X 3' in Hindi Language	420	20	8400
1.8	Transportation of sewing machines / other training materials / ACP signage including all applicable taxes	300	20	6000
Sub Total - Start-up Kit				86272
2	Training/Travel Cost			
2.1	Travel Cost of sewing trainer to and fro from Starting point to training venue	2000	2	4000
2.2	Travel Cost of a mechanic to and fro from Starting point to training venue	1000	2	2000
2.3	Provision for hiring sewing trainer @ Rs.700 per day for 7 days for 1 training	700	14	9800
2.4	Training Learning Material cost for Participants	600	20	12000
Sub Total - Training/Travel Cost				27800
3	Boarding/Lodging			
3.1	Boarding and lodging for sewing trainer at training district	1500	14	21000
3.2	Boarding and lodging for mechanic for 3 days for 1 training at training district	1000	6	6000
Sub Total - Boarding/Lodging				27000
4	Miscellaneous Expenses			
4.1	Miscellaneous expenses printing of certificates, including Teacher & Learners Certificate (Calligraphy and Lamination of Certificates to Entrepreneurs and Learners)	Lump-sum		6000
Sub Total - Misc. Expenses				6000
Total Cost (1+2+3+4)				147072
Total Number for Opening of New Classical Silai Schools				20
Budget of the Service Provider				
S.NO	Name of the Service Provider	Cost	Frequency	Amount
1	Rural Development Foundation (RDF)	Details in Annexure II		136400
Total Cost of Service Provider				136400
Grand Total				283472

## Annexure II

Budget for Opening of 20 Classical Silai Schools in Punjab with RDF 2019-20					
Training and Monitoring Cost					
S. No.	Description	Units	Days	Unit amount	Amount
1	Food for 12 people for 7 days (10 women participants, 1 trainer, 1 coordinator)	12	14	175	29400
2	Food for Mechanic for 2 days	2	2	175	700
3	Boarding charges. Stay arrangement for 10 women and 1 coordinator including bedding, venue hall for training etc.	11	14	150	23100
4	Traveling allowance (for the participants to come to venue and to go back with their sewing machines)	20	2	100	4000
<b>Total I</b>					<b>57200</b>
5	Honorarium - Project Coordinator (Part time 12 months * 1 Coordinator)	12	2	2500	60000
6	Monthly Monitoring & Tracking, Book Keeping, Accounts, Reporting, Telecom & Internet etc.	12	2	500	12000
7	Miscellaneous Expense	12	2	300	7200
<b>Total II</b>					<b>79200</b>
<b>Total for 20 Schools</b>					<b>136400</b>



**Role of Service Provider**

- a) Along with UIL, help in selection of villages suitable for the Silai School programme.
- b) Obtain the consent of the woman entrepreneur that her house would be used for running the USHA Silai School.
- c) Ensure the proper maintenance of the USHA Silai School.
- d) Be the interface between UIL and the village community
- e) Facilitate in establishing a rapport between UIL and the villagers.
- f) Introduce UIL and the Silai School programme to the villagers
- g) Help in the identification of Silai School teachers. Motivate women to become Silai School teachers or women entrepreneurs.
- h) Take a written undertaking from the woman entrepreneur as per the format prescribed by UIL as **Annexure – B** of the Agreement between UIL and Service Provider.
- i) Facilitate training of women in a cluster at a common venue for training.
- j) Arrange for training venues in villages and manage logistics.
- k) Facilitate in helping the Silai School meet the efficiency parameters as provided by UIL.
- l) Ensure that the woman entrepreneur teaches at least 20 women/girls as per the given UIL syllabus.
- m) Mobilize the village women and girls to come to the Silai School for learning.
- n) Monitor the progress of the programme and communicate the same to UIL through regular reports.
- o) Help UIL in organizing village level events and activities for increasing the popularity of the programme.
- p) In case the woman entrepreneur is not able to dispense her responsibilities well, Service Provider should help locate and establish another Silai School in the same cluster.
- q) Service Provider will work on the expansion of the Silai School network by establishing Satellite Silai School in the neighboring villages.
- r) The Service Provider's will motivate at least 2 learners of the existing Silai School to facilitate the process of opening Satellite Silai schools (SSS) in the neighboring villages.

**Role of UIL**

- (a) Conduct the sewing training for the woman entrepreneurs.
- (b) Create the course for the sewing learners from the village.
- (c) Provide Sewing Machine service training
- (d) Provide monitoring of USHA Silai Schools by UIL staff
- (e) UIL agrees to sponsor the cost as detailed in **Annexure – II** to this NFA towards implementation of the Usha Silai School project.

**Criteria for the selection of women entrepreneur**

- The woman should be from the village and should be respected by the village community.
- The woman should preferably be a married woman in a village. She could also be single (widow, abandoned, marginalized).
- She should have a basic literacy / numeracy level, required for sewing.
- She should have a flair for sewing. There could be women in the villages who stitch clothes for their family members. Women who know how to use a sewing machine would be preferred.
- She should be confident to teach.