

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

**To : The Executive Chairman**  
**From : USHA Social Services**  
**Dated : 20/06/2019**  
**Subject : Launch of 30 Classical Silai Schools with Native Medicare Charitable Trust (NMCT) in 30 Villages of TamilNadu State (Thiruvannamalai, Perambalur and Theni Districts)**

**Background / Purpose: Launch of 30 Classical Silai Schools in TamilNadu**

- Silai School project is planned to roll out in 30 additional villages in TamilNadu
- UIL identified regions where the presence wasn't strong in TamilNadu.
- USS has shortlisted the NGO who are working for women and livelihood options.
- Native Medicare Charitable Trust (NMCT) has been shortlisted by USS for this activity and they will open 30 classical silai schools (10 each in Thiruvannamalai, Perambalur and Theni districts) at Tamilnadu state.
- Native Medicare Charitable Trust (NMCT) 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:**

- An agreement for a period of one year will be signed between Native Medicare Charitable Trust (NMCT) and UIL to take this initiative forward.
- The silai school teachers from villages will be brought by Native Medicare Charitable Trust (NMCT) to the training venue for seven days. They will be trained on sewing and embroidery for five days and servicing for two days.
- UIL will conduct 7 days residential training of 30 women.
- After completion of training the silai school teacher will establish and run silai schools at their respective villages.
- Native Medicare Charitable Trust (NMCT) submits periodical progress report and case studies with UIL.
- Roles and responsibilities of NGO are given in Annexure III

**Financials:**

1. The overall cost to UIL towards various expenses incurred for opening of 30 new Classical Silai School is as follows:

#	Details	Amount (INR)	Remarks
1.	Payment to Service Provider (Details as per the Annexure II)	2,12,925/-	Rs.1,27,755/- (60%) upon signing of the agreement (Since major expenses of the total program implementation cost is incurred during the initial 3 months)
			Rs.42,585/- (20%) on completion of 6 months of program implementation
			Rs.42,585/- (20%) on the completion of agreement and submission of project completion report
2.	Goods & Services Tax on Service Provider @ 18 %	NIL	
<b>Total to service provider</b>		<b>2,12,925/-</b>	
3.	Accommodation and travelling cost	85,200/-	Boarding-Lodging, travel expenses of trainers / technician (As per the Annexure I)
4.	Start-up Kit (Included in above)	1,27,920/-	Will be handed over to the teacher of each school on free of cost basis.
<b>Total Cost to the UIL</b>		<b>4,26,045/-</b>	As given in Annexure I

2. The Sewing Machine in the Start-up Kit will be ZFOC inclusive of GST (as applicable) using Movement Type = 967 to Native Medicare Charitable Trust (NMCT) under commitment code SILA\_0088 of GL No.: 469030 and FC104545.
3. USS Program Coordinator/Sewing School Inspectress will be given an advance of Rs.30000/- for meeting the above expenses including the purchase of training materials, sewing trainer hiring 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.

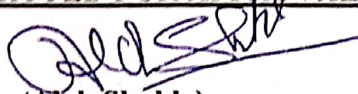
**Impact:**

1. UIL will be able to reach out 30 new villages in TamilNadu state.
2. Awareness about Usha International and Silai School Program will be generated in these new 30 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:**

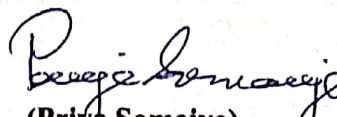
1. Budget details are attached in Annexure I
2. Budget details for training and monitoring to Service Provider in Annexure II
3. The roles and responsibilities of the Service Provider, village and women entrepreneur selection criteria are given in Annexure III.


**SUBMITTED FOR APPROVAL**

  
(Alok Shukla)

  
(Mohit Denter)

  
(Harvinder Singh)

  
(Priya Somaiya)

  
(Dinesh Chhabra)

The above proposal is hereby approved.

(Executive Chairman)

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## Annexure I

Budget for Opening of 30 Classical Silai Schools in TamilNadu with NMCT				
SL.NO	Particulars	Unit Cost	Frequen cy	Amount
1	Start-up Kit			
1.1	SM TAILOR DLX TOP Foot Operated with Sheet Metal STAND and Standard TABLE	3155	30	94650
1.2	Approximate GST amount	379	30	11370
1.3	Advanced Level Training Guide (Syllabus for Teachers) in Tamil Language	Books will be issued from the buffer stock		
1.4	Service recall booklet in Tamil Language	50	30	1500
1.5	Certificates to women entrepreneurs	10	30	300
1.6	ACP Signage Board 2’ X 3’ in Tamil Language	420	30	12600
1.7	Transportation of sewing machines / other training materials / ACP signage including all applicable taxes	250	30	7500
Sub Total – Start-up Kit				127920
2	Training/Travel Cost			
2.1	Travel Cost of sewing trainer to and fro from Starting point to training venue	2000	3	6000
2.2	Travel Cost of a mechanic to and fro from Starting point to training venue	1000	3	3000
2.3	Provision for hiring sewing trainer @ Rs.700 per day for 7 days for 1 training	700	21	14700
2.4	Material cost for training (Rs.600 per Participant)	600	30	18000
Sub Total – Training/Travel Cost				41700
3	Boarding/Lodging			
3.1	Boarding and lodging for sewing trainer at training district	1500	21	31500
3.2	Boarding and lodging for mechanic for 3 days for 1 training at training district	1000	9	9000
Sub Total – Boarding/Lodging				40500
4	Miscellaneous Expenses			
4.1	Miscellaneous expenses including Printing of Certificates for Learners (Calligraphy and Lamination of Certificates to Entrepreneurs and Learners)	Lump-sum		3000
Sub Total – Misc. Expenses				3000
Total Cost (1+2+3+4)				213120
Total Number for Opening of New Classical Silai Schools				30
Budget of the Service Provider				
S.NO	Name of the Service Provider	Cost	Frequen cy	Amount
1	Native Medicare Charitable Trust (NMCT)	Details in Annexure I		212925
2	Goods & Services Tax on Service Provider @ 18 %			0
Total Cost of Service Provider				212925
Grand Total				426045

## Annexure II

<b>Budget for Opening of 30 Classical Silai Schools in TamilNadu (Thiruvannamalai, Perambalur and Theni Districts) with Native Medicare Charitable Trust (NMCT)</b>					
<b>Training and Monitoring Cost</b>					
<b>S. No.</b>	<b>Description</b>	<b>Units</b>	<b>Days</b>	<b>Unit amount</b>	<b>Amount</b>
1	Food for 12 people for 7 days (10 women participants, 1 trainer, 1 coordinator)	12	7	175	14700
2	Boarding charges. Stay arrangement for 10 women and 1 coordinator including bedding, venue hall for training etc.	11	7	175	13475
3	Traveling allowance (for the participants to come to venue and to go back with their sewing machines)	10	2	100	2000
<b>Total I</b>					<b>30175</b>
4	Honorarium - Project Coordinator (Part time 12 months * 1 Coordinator)	12	1	3000	36000
5	Monthly Monitoring & Tracking, Book Keeping, Accounts, Reporting, Telecom & Internet etc.	12	1	0	0
6	Miscellaneous Expense	12	1	400	4800
<b>Total II</b>					<b>40800</b>
<b>Total for 10 Schools</b>					<b>70975</b>
<b>Grand total for 30 classical silai schools</b>					<b>212925</b>

**Role of Service Provider**

- a) Along with UIL, help in selection of village 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 Ward / Area.
- (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.