

MINUTES OF 12th CRA Executive Committee Meeting

Organization: Community Radio Association (CRA)

Date: 4 November 2024

Time: 6:00 PM

Venue: Virtual Meeting (Online)

Roll Call / Establishment of Quorum

A quorum was established with 13 members present, while the other members were absent.

| S.No. | Name of Person | Designation |
|---|----------------------------|---------------------------|
| Members Present for the Meeting: | | |
| 1 | Mr.Sandeep Parmar | President |
| 2 | Mr.Jitender Sharma | Secretary General |
| 3 | Mr.M S H Beg | Treasurer |
| 4 | Ms.Sangya Tandon | Vice President Central |
| 5 | Dr. S Chandrasekar | Vice President South |
| 6 | Mr.Pahal Man Rai | Vice President North East |
| 7 | Mr.Paresh Kumar Patel | Vice President West |
| 8 | Dr. Gurjeet Kaur Chawla | Joint Secretary |
| 9 | Mr.Shivashankaraswamy | Joint Secretary |
| 10 | Mr. Manish | EC Member |
| 11 | Dr. Shivaraj Shastri Herur | EC Member |
| 12 | Mr.Parshuram Srivastava | EC Member |
| 13 | | |
| Absentees | | |

| | | |
|---|---------------------------|-----------------|
| 1 | Ms.Nidhi Sharma | EC Member |
| 2 | Dr. Sangeeta Kokoty | EC Member |
| 3 | Mr.Jagdishwar Yadav | EC Member |
| 4 | Dr. Sugandha Shrotriya | EC Member |
| 5 | Ms. Gayatri Mhaske | Joint Secretary |
| 5 | Ms. Aarti Devi | EC Member |
| 7 | Ms. Barsha Chabaria | EC Member |
| 8 | Dr. Hari Vinayak Kulkarni | President |
| 9 | Mr.Sandeep KR. Pandey | EC Member |

Welcome and Opening remarks by the CRA President

The Secretary General of CRA, Mr. Jitender Sharma, requested the President to initiate the meeting as per the set agenda, extending a warm welcome to the President and all members. President Sandeep Parmar welcomed everyone and officially opened the meeting.

President Sandeep Parmar then requested Dr. S. Chandrashekhar, Vice President of CRA, to present the budgeted expenses for the AVYAY Project.

Zone wise Status of CRS Applied for Project

Dr. S. Chandrashekhar, Vice President of CRA, presented on the allocation of honorarium and travel expenses for the Project Appraisal Committee (PAC), as well as honorarium for PMIC members. Additionally, he discussed the breakdown of scripting fees and the apportioning of scripting charges.

(I) Project Appraisal Committee (PAC)

| Name | Location | Mode | Budget | Visits | Travel | Stay | Food & Refreshment | Honorarium | Cal -6 Months | Total |
|---------------------|----------------|--------|--------|--------|--------|------|--------------------|------------|---------------|-------|
| Sandeep Parmar | Dharamshala HP | Flight | 6000 | 2 | 12000 | 5000 | 2000 | 3000 | 18000 | 37000 |
| Dr. S Chandrashekar | Nagapattinam | Flight | 15000 | 2 | 30000 | 5000 | 2000 | 2000 | 12000 | 49000 |
| Jitender Sharma | Delhi | Car | 500 | 10 | 5000 | NA | 5000 | 2000 | 12000 | 22000 |
| MSH Beg | Delhi | Car | 500 | 10 | 5000 | NA | 5000 | 2000 | 12000 | 22000 |
| Dr. Gurjeet Kaur | Faridabad | Car | 1000 | 5 | 5000 | N/A | 5000 | 2000 | 12000 | 22000 |
| Sangya Tandon | Bilaspur (C.G) | Flight | 8000 | 2 | 16000 | 5000 | 2000 | 2000 | 12000 | 35000 |
| Sandeep Rana | | | | | | | | 10000 | 80000 | 80000 |

| | | | | | | | | | | |
|------------------|--|--|-------|----|-------|-----------|-------|-------|------------|------------|
| Miscellan ies | | | | | | | | | | 8000 |
| | | | 31000 | 31 | 73000 | 1500 0 | 21000 | 23000 | 15800 0 | 27500 0 |

Dr. S. Chandrasekar stated that the honorarium for the Project Appraisal Committee will be disbursed upon the project's completion. Additionally, the honorarium for Mr. Sandeep Rana will be effective from October 1, 2024.

This resolution was passed with the unanimous consent of all executive members.

Honorarium for PMIC Members to be apportioned from Admin Cost

| Criteria of Payment | Amount in Rs | Cal for 200 CRS | Cal for Six Months |
|--------------------------------------|-----------------------|----------------------------|---------------------------|
| Base Honorarium | 500 Per Radio | 1,00,000 | 6,00,000 |
| Travel including Refreshments | 2500 Per Visit | 3 Visits x 30 Teams | 2,25,000 |
| Accommodation on Need basis | 1500 | 75000 | 75000 |
| | | Total | 9,00,000 |

Scripting Charges to be apportioned from Admin

| S.No. | Titel | Amount Allotted | Amount | Total |
|--------------|--|------------------------|-----------------------------|---------------|
| 1. | Script / Content Writer/ Promo –Hindi- 4 | 5000 x 24 | 120000/4 | 120000 |
| 2. | Script Writer – Translate English-2 | 1000 x 24 | 24000/2 | 24000 |
| 3. | Script Writer – Translate Regional Language | 1000 x 10 | 10000 x 24 | 240000 |
| | | | Total Budged Exp | 384000 |

Dr.S.Chandersekar Vice President CRA Presentation on Project Reporting Format

FORMATS

| PAC | SMC | CRS | Content Team |
|-----------------------------------|----------------------------|----------------------------------|---------------------|
| Letter for Nomination of 2 Person | Visit Plan Format | Preparation of Final List of CRS | Appointment Order |
| Letter requesting support from CS | Visit Checklist and Report | MoU | Monthly News letter |
| List of CRS Statewise with SW | Claim Form | Broadcast Schedule | |
| Monthly Best Practices | Appointment Order | Broadcast Report | |
| Monthly Interim Report | Fixation of Honorarium | Invoice without GST | |
| | Fixation of Travel Exp | Invoice with GST | |
| | Statewise CRS Division | Baseline Survey | |
| | | Broadcasting Certificate | |
| | | Monthly CRS Report | |
| | | Community Engagement Attendance | |
| | | Final Project Report | |
| | | | |

ATAL VAYO ABHYUDAY YOJANA

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Implemented by **Community Radio Association**

CRS Visit Travel Claim Form

| | | | |
|---|------------------------|---------------------------------|------------------|
| Name of the SMC Member | | Name of CRS Representing | |
| District | | State | |
| Zone | | Location | |
| Date of Visit | | No of CRS Visited | |
| Your Mail ID | | Contact Number | |
| Travel Starting Location | | Travel Ending Location | |
| Kms To be Covered: | | Mode of Travel | |
| Purpose of Visit | | Date of Submission | |
| Name of the CRS Intended to be visited | Location of CRS | From (City) | To (City) |
| | | | |
| | | | |

CRS Visit Check List

| | | | |
|--|--------------|-----------------------------------|--------------|
| Name of the SMC Member | | Name of CRS Representing | |
| District | | State | |
| Zone | | Location | |
| Date of Visit | | No of CRS Planned to Visit | |
| Your Mail ID | | Contact Number | |
| Travel Starting Location | | Travel Ending Location | |
| Kms To be Covered: | | Mode of Travel | |
| Purpose of Visit | | Date of Submission | |
| Name of the CRS visited | CRS 1 | CRS 2 | CRS 3 |
| Schedule of Activities | | | |
| Project Review | | | |
| Broadcasting Assessment | | | |
| Community Engagement | | | |
| Check for adherence to schedule, quality | | | |
| Observations on Translation of AVYAY content and scripts | | | |
| Adherence to schedule, quality | | | |
| CRS feedback and audience reach | | | |

To,
The President,
Community Radio Association,
5B, 2nd Floor, DDA Flats Shahpur Jat New Delhi, Delhi-110049

| CLAIM FORM for the Month of XXXX | | | |
|----------------------------------|---|---------------------------|--|
| Name of the SMC Member | | | |
| Scope of the Claim | Monitoring production and broadcast activities, discussing project challenges, reviewing local outreach efforts, and ensuring compliance with AVYAY project guidelines. | | |
| Name of CRS with State | | | |
| Date of Visit | | Date of Submission | |
| Kms Covered: | | No of CRS Visited | |

| Sl.No. | Particulars | Amount in Rs. |
|--------|---|---------------|
| 1. | Honorarium - Rs.500 x No of CRS Coordinating | |
| 2. | Travel Claim – Rs.2500 x No of Visits | |
| 3. | Any Other Approved Expenses incurred | |
| | Subtotal | |
| | Net Payable Amount | |

He also shared PROJECT REPORTING FORMATS-CRS i.e. Baseline Survey format, CRS Monthly Reporting Format and Broadcast Certificate format.

The resolution to this effect was passed with the consent of all the executive members.

Vote of Thanks

Jitender Sharma, Secretary thanked all the members and proposed formal Vote of Thanks.



Jitender Sharma

Secretary General