

ANNUAL REPORT-2014-15

**YOUTH FOR ACTION &
RESEARCH,(YAR),AT-PADMAPUR,PO-
BADI,PS-KHARIAR,DIST-,NUAPADA
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AT A GLANCE

01	Name of the Organization	YOUTH FOR ACTION & RESEARCH()
02	Regd. & Head Office	At- Padmapur, Po- Badi Via- Khariar , Dist- Nuapada Pin- 766107, Orissa Mobile-9178606197 Email- yarnuapada@gmail.com Website-www.yarnuapada.org
03	Field Office	At/Po-Sinapali, Dist- Nuapada,
04	SRA Regd. No. & Date	Registered under society Registration Act XXI of 1860 bearing registration No. NPD 1323/96 of 2002-2003
05	FCRA Registration	The Organization is Registered under FCRA 1976 bearing regd. No. 105110032 on dated 10/08/2013
06	Income Tax (12A & 80G)	CIT/SBP/TECH/80G/2011-12/2426 CIT/SBP/TECH/12A/2011-12/2433
07	PAN No	AAAAY1200F
08	Operational Area	Nuapada District & Turekela Block of Bolangir Dist
09	Staffs /Human Resource	21 full time and 10 part time

Our Mission: - Creation of opportunities when women and poor access process of sustainable development organizing various activities for empowerment socio-economic and self reliant

A sound society where the poor women, marginal and youth lead a quality life of dignity, justice, democracy, secular harmony to the greater participation in sustainable development human development process. To enhance socio-economic status of vulnerable communities through people participation by optimum use of natural resource management.

Our Vision:- A sound society where the poor women, marginal and youth lead a quality life of dignity, justice, democracy, secular harmony to the greater participation in sustainable development human development process. To enhance socio-economic status of vulnerable communities through people participation by optimum use of natural resource management.

Operational Area; Presently is working in Nuapada & Bolangir district covering 242 remote villages of 33 gram Panchayat in four Block

Sl No	Name of the District	Name of the Block	No of GP	No of villages
1	Nuapada	Khariar	12	48
2	Nuapada	Sinapali	10	52
3	Nuapada	Boden	8	24
4	Bolangir	Turekela	3	18
Total			33	142

Farmers Club Programme;-

Agriculture is the backbone of the Indian Economy as nearly 60% of the population of the country depends on agriculture and it contributes 18% to the GDP. In the project area , there are 90% families are depending on agriculture for their livelihood . There is different issues related to agriculture like low input investment, low production, distress sales of produces,



slow technology transfer, lack of skill and knowledge based technologies, value addition and marketing. Village level community based organization is required for addressing the above issues so the organization formed 30 numbers of Farmers Clubs by the financial support of NABARD. The total membership of 30 farmers clubs is around 750 who are trained on the following aspects.

- Training on onion cultivation , storing, grading and collective marketing
- Training on farmers clubs on institution building and their governance system
- SRI Paddy cultivation
- Green gram cultivation

The five principles are:

- Credit must be used in accordance with the most suitable methods of science and technology.
- The terms and conditions of credit must be fully respected.
- Work must be done with skill so as to increase production and productivity.
- A part of the additional income created by credit must be saved.
- Loan installments must be repaid in time and regularly so as to recycle credit.

During the reporting period, the farmers clubs are linked with local bank for credit service and agriculture department and other line department.

TRAINING ON HORTICULTURE :

Horticulture coming out as an alternative way of earning more than doing the traditional crops in the region. To promote the practice the organization has taken efforts and trained 30 farmers in Khariar&Boden area to train them and encourage them to increase the horticultural activity. The trainees are provided with support to link with the support services from the horticulture department.

Setting up seed centre and agricultural clinic

The main purpose of the above programme is to provide quality seed and agriculture technique to farmers of the clubs and it is managing by the farmers club. The organization has promoted community resource person from the clubs and they have trained by the organization on different aspect of cultivation and pest management.



Formation and strengthening farmer's federation, Boden Block

The farmers clubs are federated in cluster level federation with average involvement of five farmers clubs in each. The objective of the federation is to facilitate the credit linkage, technologies, market support for the farmers of the clubs. During the reporting period, the organization has been formed 4 cluster level federation in Khariar, Sinapali and Boden Block of Nuapada district.

Sustainable agriculture Management

During the year the organization focused on agriculture and horticulture activities to enhance the level of income of the farmers in sustainable way of the agriculture methods. As we all know that, in our operational area agriculture is the major source of income for the people. There are major issues like more utilization of fertilizer, low productivity, erratic rain fall and marketing of products in good marketable price.



Objective

- To form and strengthening the farmers club on modern technique of agriculture, training and meeting on different crop , composting , harvesting of products, demonstration of sample
- To collect traditional knowledge on sustainable agriculture from farmers and forest dwellers and utilize the knowledge in sustainability way.
- To give priorities on organic farming, mix cropping, intercropping and

use of green manure for high production and profit.

- To facilitate the marketing of agricultural products in good marketable price and enhance the level of income in sustainable way.

Activities and achievement;

- Organized 5 none of training on organic farming, mix cropping, intercropping where 160 farmers were participated in the programs.
- Field demonstration of compost preparation has been done in one village of Padmapur where 5 farmers have done jointly.
- We facilitated SRI Method cultivation in three village of Mahulpadar ,Makarbirli,Rajpur where 56 farmers were covered with 66 Acre of land.
- Facilitated marketing of agricultural product through Krushak Club like Mug, Paddy, ground nut and other agricultural products.
- Increased utilization of organic pesticide and fertilizer in the field area by farmers and similarly increased the production of crops.

Training on Improved farming practices:

Management of crop nutrients, pest and diseases is crucial for promotion of Sustainable Agriculture and YAR has been trying to improve it since its inception. During the year 2014-15 to improve the same it organized number of training and motivational camps for farmers at block and village level. In various programmes organised by YAR a total of 224 farmers participated.

Growing a variety of crops is a traditional practice of many farmers in Nuapada. To meet their household consumption requirements many farmers were growing diverse crops earlier and their dependency on market was also limited. But due to the market economy and introduction of cash crops inappropriate to the area, over a period of time not only the food basket of the poor farmers has been reduced but also there has been a significant change in the crop pattern. YAR has been making efforts to develop appropriate crop pattern for this regions.

Promotion of Organic Manure:

Growing up of crops organically is an age old practice of farmers in the operational district of Nuapada. But in recent years farmers are getting motivated towards the use of chemical fertilizer mainly by the extension workers and representatives of the fertilizer companies YAR believes that agriculture will be sustainable if and only if use of chemical fertilizer is discouraged and maintained. For this it is very much necessary to enhance production of organic manure and ensure availability of it in plenty. As a continuation of the earlier commitment during the year 2014-15 SVA has trained number of local farmers on various methods of composting and preparation of organic manure. It has also organized number of exposure visits for both man and woman farmers to outside as well as within the district.

Promotion of vermi-composting:

A number of farmers have been provided with technical inputs to take up vermi-composting. Vermi-compost is an ecologically sound and cost-effective form of organic fertilizer that boosts crop productivity and reduces dependence on chemical fertilizers. As a result of these efforts, 180 farmers took up vermi-composting this year. Some challenges continue to be faced in terms of ensuring that farmers provide the required care but at the same time, some farmers have started spreading the technology and are selling worms to other farmers so that they can produce their own vermi-compost.

Livestock Development:

YAR in collaboration with the local officials of veterinary department of Govt. of Orissa & JK TRUST have been able to support more than 500 farmers in its area of operation in vaccinating their cattles. A number of animal health camps were also organized this year from which approximately 2,000 livestock animals benefited. These camps play a critical role in reducing the spread of fatal diseases (such as foot and mouth disease) in addition to addressing various minor ailments and fertility issues

Vegetable Cultivation

More than 100 female farmers have newly started vegetable cultivation in their kitchen garden. The idea behind this intervention is to strengthen the capacity of these farmers to produce vegetables at the village level for both self-consumption and income generation. As the results of these interventions having proved quite promising, the introduction of new initiatives such as the use of drip irrigation systems and sprinklers are being considered.

Crop Development

Given the relatively harsh agricultural conditions characterized by low levels of water availability and poor soil quality, the introduction of more resistant and low-input seeds plays an important role in contributing to local food and livelihood security. Studies conducted indicate that the new seed varieties have led to a 20-30% increase in productivity without the addition of any other inputs. In those areas where water resources are available – such as those sites treated under water resources development initiatives – results are even better. To support the distribution of seeds, 10 community managed seed banks have been established this year.

Sustainable forest management;-

In our programme area around 70% villages are covered by forest and their livelihood mostly depends on forest and NTFPs. 65-70% people belong to schedule tribe and their source of income come is NTFPs and forest produces. They depends for both subsistence and commercial use of forest and its provides income as well as employment for eight month. So the organization has given more emphasis on sustainable forest management and conservation by the forest protection committee.

Objective

- To strengthening traditional forest protection committee to manage the forest resources in sustainable way as their livelihood.
- To demonstrate scientific forest management by the forest dependent people in particular villages.
- Popularizing sustainable harvesting of NTFPs as well as conserve and manage the NTFPs species among the primary collectors and forest protection committee for sustainable livelihood of communities.

Activities and achievement;

- Strengthening forest protection committee and developing network among them to find out solution of different issue.
- There are 26 FPCs actively involved in forest protection and conservation in participatory forest management method.
- Established network among the forest protection committee of Nuapada district to lobby and advocacy at district level related to forest governance and policy.
- Adopted good harvesting practices in char seed, mahua flower and Banatulasi seed collection by primary collectors.

NTFPs management and trade/Market promotion

The Non timber forest produces play a very significant role in the livelihood security of poor forest dependent communities. The people of the area depend on forest for food, employment, entertainment etc. It is a key strategies for enhance the level of income of the primary NTFPs collectors and livelihood security. The primary collectors are federated in primary cooperative promoted by the organization.

During the intervention of organization, the forest communities and PRIs members have been sensitized on NTFPs management and trade and forest conservation and management. Along with this we have facilitated product development, product promotion and marketing in different exhibition and Mela through cooperatives. After established dialogue with district administration and PRIs members, now NTFPs price fixation is being done in right time and circulated among different stakeholders.

Forest Protection, conservation and management

The organization is working with community forest management committee for protection, conservation and management of forest in the operational area. The organization also facilitating for networking of forest protecting communities to advocate the different issues

related to forest management and conservation. have organized numbers of trainings for forest protection communities on institution management (forest protection mechanism, conservation of species, inventory mapping, fund rising and record keeping etc).

ALTERNATIVE VACINE DELIVERY PROGRAMME

Implementing the AVDS Programme with support from Chief District Medical Officer, Nuapada From 1st April 2011 to continue. We also covered the entire 54 Sub centre under CHC Khariar, Sinapali & Boden, The main objective of the programme to 100% Full immunization. During reporting period 25540 nos of children fully immunized. After our intervention increased immunization in the project areas.

VILLAGE CONTRACT DRIVE CHILD HEALTH ISSUES

Background of the programme

The said program is organized with the following objective to contribute effectively towards reducing the IMR in the area. These are,

High IMR 69/1000 live birth guarantees Odisha position at bottom while taking national ranking. It was learnt that many causes of infant death are bad practice of rural communities'. To remove practices like Bathing of New Born soon after birth, External application like oil, Cream or indigenous traditional herbs on the umbilical cords, taboos against providing colostrums, initiating supplementary food practice immediate after birth & to empower the communities to have informed choice VCD has been planned in the most hard to reach 5 sub centre of CHC, Khariar.

Objective of the programme.

- Sensitize the community on child rearing practices that contribute to reduce the high IMR,
- Take up IPC at village level to sensitize pregnant women, lactating mothers as well as mother with children U5 on child mortality issues,
- Promote institutional linkage of child rearing practices with the communication channel, The program mostly focused upon most observable child rearing practice like;
- Bating of new born immediately after birth,
- External application like, oil, cream or indigenous traditional herbs etc. on the umbilical cord,
- Avoid giving colostrums,
- Starting supplementary food practice immediately after birth,
- Avoid continuation of feeding during diarrhea,

The major out put of the programme is to increasing institutional delivery & providing 134 numbers of pregnant women free services of medicine, Diagnostic, Laboratory & Transportation to & pro.

Village contact Drive Programme on JANAI O SISHU SURAKSHYA KARYAKRAM

Village contact Drive on JSSK was organized By _____ at _____ – Kotamal, Sunarisikuan, Rohenpadar, Kotenmunda & Mantaritari villages of khariar Block.

aware the community through Popet show .total 453 nos participate in this programme .The Main objective of the programme as follow

1. Free transportation
2. Free treatment to pregnant women
3. Free of medicines
4. Free Diagnosis & Testing of blood, uriene etc
5. If necessary Free of cost Blood Transfusion
6. Free of cost food to pregnant women & one Relative

REPRODUCTIVE CHILD HEALTH (RCH) AND COMMUNITY HEALTH PROGRAM:

was entrusted with the responsibility of implementing RCH program in 16 villages of four Grampanchayats Dabri, Birighat ,Ranimunda and Duajhar panchayats (covering population of 13113) in Khariar Block of Nuapada district during the year 2013-14 and after completion of the project it is performing the follow up actions as it is coming under its core program area to make the changes sustainable

During the reporting period, following activities were taken up as follow up actions; Referral Support for ANC, Referral Support for PNC, Facilitation of Intersect oral Meeting Gender Sensitization to Service Provider Legal Awareness, IMNCI, institutional delivery, Gender Sensitization to Balika Mandal, Sathi Centre, Community Awareness (Mass IEC), PRI Sensitization etc.

Key Result Areas:

- Increase institutional delivery & referral facilities in Kotamal, Birighat Sub center areas
- Improvement in early & exclusive breast-feeding practices.
- 100% fully & complete immunization.
- Reduction of early marriage & increasing acceptance of family planning method Both permanent & Temporary
- Improvement of ANC/PNC checkup
- Ensure understanding & participation of WSHGs in various schemes being implemented by the government.
- Improved access to skilled delivery care & emergency obstetric care.
- Create awareness among the community through WSHG towards Healthy villages approach for improving the health.
- 65 Volunteers trained on health, nutrition & gender issues.

SLNO	Date	venue	Participants	Resource Person
1	12/02/14	Sunarsikuan	210	Akshya Mishra Dharmendra Tandi
2	16/08/14	Kampaniguma	134	Dharmaendra Tandi

				Akshya Mishra
3	19/05/14	Kotamal	158	Akshya Mishara Bijaya Pratap Singh
4	22/05/14	Rampurguma	234	Dr B.Mishara Akshya Mishara
5	30/05/14	Mataritarai	178	Dr.PC Achary Bijaya Pratap Singh

SANITATION

organized special hygiene and sanitation awareness session and to reinforce the importance of clean environment and support communities to construct drains and garbage bin for safe disposal of wastewater and solid waste .The organization supported to the communities to access resources from the government's Total Sanitation Campaign to construction sanitary toilets.

Undivided Kalahandi district is drought-affected area in the state. There are 11% land is irrigated by minor irrigation project and other sources. There is no such type of irrigation facilities in the district so most of the farmer depends on natural rain for agriculture. Along with this the district is affected by floris and other water prone disease, which is main issues for the district.

Keep it in mind; the organization is working on water management and floris in Nangalbord and Nuapada GP of Sinapali Block. The organization promoted village level institution to manage floris and drinking related issues and advocating to government on drinking water and water prone diseases.

SHG & MICRO CREDIT PROGRAM:

has promoted 36 nos of women SHGs in Nuapada district involving 315 nos of families. Out of those SHGs 10 nos of SHGs are involved with different feasible income generation program like petty business, off-farm and on-farm to promote the women folk economically and socially to address different issues faced by them. The people belonging to poor economic strata are mainly focused in this action.

Their capacity building are made to enable them to act more effectively are conducted to deal varieties of social issues. The peer educators and volunteers are created to guide them locally.

Varieties of training broadly focused on the following topics conducted in the area of health;

- To Capacity the trainee on reproductive health, nutrition and gender Issues of women and children and take need based action to improved health and nutrition status of women.
- To increase knowledge of trainees about the role of provision of the public health system to ensure quantity maternal and child health service and under stand the impact of gender difference on health.
- To increase knowledge about contraception by helping couple to plan their family properly.
- To capacitate the existing WSHGs to demand for & negotiate for reproductive health services according to their needs.

- To identify & train volunteers and peer educators from each WSHGs on RCH, nutrition & gender issues.
- To make WSHGs as a platform for discussion on health & Nutrition issues of women & children and need based action to improve health & nutrition status of women.
- To increase understanding status of women in the community & its relationship with women's health.
- To increase knowledge about the role & provision of the public health system to ensure quantity maternal & child health services & understand the impact of gender differences on health.
- To assist the WSHG Animators to act as a CBO/social marketer for basic health supplies.

Key Result Areas:

- Increase institutional delivery & referral facilities in Kotamal, Birighat Sub center areas
- Improvement in early & exclusive breast-feeding practices.
- 100% fully & complete immunization.
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- Improvement of ANC/PNC checkup
- Ensure understanding & participation of WSHGs in various schemes being implemented by the government.
- Improved access to skilled delivery care & emergency obstetric care.
- Create awareness among the community through WSHG towards Healthy villages approach for improving the health.
- 65 Volunteers trained on health, nutrition & gender issues.

AWARENESS GENERATION ON INCOME:

During the reporting period Organized four Awareness' generation camp in rural areas of Khariar block of Nuapada district through which 88 women trained on various skill to initiate income generation actions like processing of Trifala , bee cultivation, muraba, making of agarbati and candle etc. those are supported by Central Social Welfare Board.

WOMEN EMPOWERMENT:

To expedite the women empowering process various women groups are made aware on different topics. Those includes;

Entitlement rights of women,

Gender violence and its protection,

Dowry prohibition

Legal provision harassment,

Child marriage &

Hindu marriage Act

Role of Mahila



act relating to rape and sexual child labour Act, Commission for

safeguarding the interest of women,

AYUSH PROGRAM:

During this year taken follow up actions in the AYUSH program conducted previous year with support and guidance from SRUSTI in Khariar block of Nuapada District. Like earlier organized the following activity in village level and school level

- Community awareness on AYUSH,
- Organized Health camp
- Village level awareness meeting
- Demonstration of Yoga in school

NATURAL RESROUCE MANAGEMENT:

PROMOTION OF AYURVEDA AND HERBAL GARDEN:

To promote the use of herbal medicine and protect the extincting valuable herbs has taken initiative to preserve the traditional knowledge and created demonstration grounds at four villages to popularize it in its area.

For common use the villagers of four village are oriented about its use and of indigenous knowledge and has been promoting herbal plants for a long time. People are made aware about not only the medicinal value of herbal plants but also the economic benefit that can accrue to them from its sale.

NURSERY RAISING:

To promote the forestry and natural resource organization has promoted two community nurseries with creation of locally demanded plants and saplings with initiative of the youth clubs. The saplings were sold which is guided and assisted by the department of agriculture and horticulture with required orientations and handholding supports.

It produced herbal plants, fruit bearing orchards, vegetable saplings which have usually good demand in the locality of Khariar.

EDUCATION :To promote quality education in the area the organization has taken efforts to encourage the teachers in providing quality education with capacitating the School committees and the community for better functioning.

The organization has taken effort towards regularizing the meetings of 15 school committees to monitor and manage the education process in their village of Khariar block of the district.

The teachers are also motivated to provide child friendly education to the students overcoming the barriers in the learning.

In three gram panchayats total enrollment drive have been conducted to enroll all the children and follow up measures taken up to check the drop out with the local volunteers and youth clubs.

CHILD RIGHTS AND ECCD :

was able to fulfill its aim of mainstreaming of child labour into formal schools during the reporting period. We mainstreamed 13 children studying in two Panchayats this year. has also focused to six Anganwadi centres to encourage the right imparting of pre-primary

education instead of only nutrition program neglecting the six pack service in Khariar block area.

Volunteers of the organization have provided assistance to the Anganwadi workers to run their centers effectively.

Besides those the organization has taken initiatives in regularizing the mother and child survival related programs of the government to promote the child rights in the area to stabilize the integrated development.

Two rallies have been conducted with five public meetings to aware the community about the child rights for their promotion.

LOBBY & ADVOCACY :

To empower the community and community members & representatives to achieve their rights and privileges in democratic manner organization has taken initiatives to enable them with information and knowledge at different levels.

Organization has intervened with certain issues providing supporting to the people and victims to achieve their rights at different level. The community organizations and individuals are extended support to raise their voice without suppression to overcome the barriers.

The PRI members are provided orientations through three programs like previous year to work effectively in the panchayatiraj system instead of just ensuring rather presence and active participation in highlighting the public issues in the self-governance system.

PRI members like sarpanch, naib-sarpanch and ward members were provided orientation with thrust to the women and ST/SC members. The trainings covered topics like MNREGS, RTI, anti-poverty programs and different other programs in which the panchayatiraj system is having role and responsibility to provide the improved service to their target population

RIGHTS & ENTITLEMENT :

In western Odisha Nuapada district wears a dismal picture for its recurring drought, migration, lack of employment opportunity, unequal distribution of land resources, exploitation by landlords & middleman, cheating by the businessmen community.

So the organization has taken efforts to enable people and empower them to achieve their rights and entitlement.

Those are categorically for different section of population and age groups.

Land rights :

Poor landless families were provided with required assistance to claim their rights for getting land and 24 families have got land holdings in Boden and Khariar block area.

The untouchability remained one of the major social problems in the region. To reduce it organization taken initiatives to reduce this social stigma by taking mainstreaming efforts to bring them at par with other general sections of population.

The cases and incidence violating human rights are being counseled and legally assisted to get justice instead of running from post to the pillar and getting harassed.

COMMON AWARENESS PROGRAMS:

STREET PLAYS : The organization staged 86 numbers of street plays during the year in its operational area on different issues like forest preservation, NTFP value addition, sustainable

harvesting of NTFP, child rights & early marriage, literacy, HIV/AIDS, panchayatiraj system, Water preservation and management, family planning, untouchability, leprosy, savings culture etc.

CONSUMER AWARENESS :

To protect the consumers from the exploitation organization has conducted five consumer awareness programs in Khariar area to know their rights with general knowledge.

Various rules regulations related to the consumer rights are being disseminated to those rural population unaware about it and becoming victim of the exploitation by the corrupted businessmen in the area.

YOUTH DEVELOPMENT:

To promote the youth force and make them organized to lead the development process has taken initiative in Khariar and Boden block of the district.

Seven youth clubs have been strengthened and provided with the support to initiate social and issue based actions in their area to be a part of the development process. Their involvement have contributed towards the development process with indicators and means of verification like, less exploitation by the businessmen and local touts, smooth & proper business of NTFP, participation of youth in different development programs and village development process.

They have also participated and extended their support to the different programs being initiated by in their vicinity. During the reporting period Organized 30 nos Stret play on different issues in khariar block with support from NYK, Nuapada .

We are expressing gratitude to the stakeholders, well wishers, local opinion leaders, community members, and target population, departmental officials for their cooperation and help to stabilize the efforts of in serving its population to the level best with its limited resources

Collaboration and Networking:

YAR believes in collaboration and networking with other institutions may it be local, national or international. It has a strong and enduring relation with many organizations/institutions on issues it is working with. The relationship with them is reciprocal. So it not only involve with them to be successful in its efforts also extend its help to them in their efforts to be effective.

We also realise that as more and more projects take shape, the need for funds will always be felt. As local NGOs even if we have begun to garner support from local resources to sustain these projects support of external agencies cannot be ignored.. To achieve this goal, YAR believes that it can be mobilized through networking and the establishment of collaborative partnerships.

These are just a few of the initiatives that YAR is currently involved in. In order to continue our mission we are always looking for funds. We welcome every assistance: financial, logistical or otherwise.

Some of the credible networks, departments and institutions that YAR has a strong collaboration are mainly:

Sl.No	Collaborating Institutions,Departments, Networks	Purpose of collaboration
1	White Ribbon Alliance India	Safe Motherhood
2	BHART GYAN BIGYAN SAMITI	Education
3	Samuhik Marudi Pratikar Uddayam (SMPU)	Drought Mitigation, NREGA
4	Orissa State Disability Network	Disability
5	AIDS Health Foundation (AHF)	HIV/AIDS
6	Ministry of Health and Family Welfare, GOI	Health Issues
7	TRIOs,NewDelhi	Education&Health
8	ALC,INDIA	Livelihood
9	Child Health NOW	Child Rights
10	Patang,Odisha	Adolence Health ,Education

We are exploring for many more to have our collaboration in the future.

OUR SUPPORT TEAMS:

YAR has 3 support team to help the organization and its partner organizations. Those are mainly

1. Administrative Support Team
2. Documentation Support Team
3. Planning, Monitoring and Evaluation Support Team

Administrative Support Team:

- The Administrative Support Unit provided the financial accounting support, the typing and computer support work, and the physical arrangements and other work for the programme staff teams. The following were the activities performed by the Administrative Support Unit:
 - Daily basis office management.
 - Maintain the books of accounts, and handle banking and financial accounting work, payments, and budgets. Financial reporting.
 - To manage the Tax Deducted at Source (TDS), Provident Fund and Gratuity Fund
 - debits, Income Tax returns, and other official certificates and accounts reporting on behalf of the organization
 - To give active support in organizing the trainings in Accounts, by being resource persons in the trainings.
 - Support in purchasing, printing, publications, mail dispatch.
 - Computer typing and photocopying of the reports, programme plans, letters, documents and other materials needed by the programme team.
 - Human Resource related works, prepare personnel files of staff, issuing office orders, appointments other administrative letters
 - Correspondence related work including inward mail and outward despatch.
 - E-mail management of letters and reports sent and received
 - Management and logistical support for guests / sick people from the field who come to the coordination office
 - Book rail, bus and air tickets for the staff

- Anything else that is needed!

Documentation Team:

The YAR has a Documentation Support team to support their work through print and AV resources. The Documentation Centre is located at the coordination office of YAR. There is a library of books, journals, posters and reports on the issues on which YAR is working. There is an Audio-Visual (AV) section with services of photography, and showings from the video and VCD library, as well as AV equipment to be used in training programmes. And the staffs in the team help in the production of Newsletters, booklets, pamphlets, leaflets used in the People's Organizations.

Planning, Monitoring and Evaluation Team:

YAR has a Planning, Monitoring and Evaluation Team and its main objectives are to improve the quality of reports of all projects and programmes so that qualitative and quantitative progress and action can be recorded. The work of the Team is to help the YAR staff teams to make effective proposals and to identify the indicators. Staffs of the team are full-timer and also part-timer.

CONCLUSION

If we take an overall reflection of the work of YAR during the year 2012-2013, we can see that the organization is indeed facilitating some important social processes –

- ▶ The struggle of 10 years on the issue of forest land ownership rights for tribal forest dwellers has met with a major success. YAR and the People's Organizations joined together with other people's movements, NGOs,
- ▶ Some of the People's Organizations started by YAR are indeed moving towards greater independence.
- ▶ The Right to Information Act has been used, and work has been done with the public on how to use it.
- ▶ The NREGA and the processes of Social Audit of NREGA works have been a major focus of the work in the year.
- ▶ Many of the People's Organizations are at a stage where they know they are organized and aware – now they cannot be cheated and exploited, dismissed, marginalized, victimized. Now they are wanting help with “constructive work” as in watershed work, income generating work. With this search for

Secretary, YAR