



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



बिहार सरकार

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Office Order

The Operational Guideline for transition of SHGs and Community Service Centres (CSCs) promoted by NABARD under Priyadarshini Project into JEEViKA fold has been approved by the competent authority. The same is attached herewith. All Concerned are directed to go through the same and act in the light of guidelines contained therein.

By the order of CEO,


(Braj Kishore Pathak)
Officer on Special Duty

Encl.:- As above.

Copy to:

1. Director/OSD/FO/PS/AFM/PO
2. All PCs/SPMs/PMs/ SFMs
3. DPM-Madhubani and Sitamarhi.
4. IT Section
5. Concern file.

Operational Guideline for Transition

For the smooth transition of the pre-existing groups of Priyadarshini (NABARD) into the BRLPS fold, the following plan has been designed-

1. **Group formation and its nurturing:** The complete information about the existing groups made available to SPMU as well all the DPCUs and BPIUs. **Panchsutra** has to be strictly followed in all the groups. The **naming of the groups** will be as per the BRLPS nomenclature.
2. **Capacity building of formed SHG:** There will be **modular trainings (M1, M2 and M3)** and other need based trainings will be provided either through staff or CRPs. The staff of CSC (Community Service Centre) will also have to ensure their support to the CRPs/ staff.
3. **Deployment of Community Mobiliser:** The CRP teams/ staff will also be responsible for identification of the new Community Mobilizers (CM) in the concerned areas. The identification and roles and responsibilities will be as per the CM Policy of BRLPS. The CMs which have to be identified have to be females.
4. **Document preparation for Bank account opening of SHGs:** For bank A/c opening, the documents have to be prepared by the staff of CSC with support ensured from BRLPS side. The bank a/c opening documents have to be prepared simultaneously while the drive for SHG training is being conducted. All the pre-existing groups should have their books of records updated and also their savings A/c opened while the transition is being done into BRLPS fold.
5. **Micro planning and ICF disbursement:** The process of Micro planning and ICF disbursement will commence as soon as the need based capacity building trainings are being provided to the groups.
6. **Staff of CSC:** The community staff of CSC (Community Service Centre) will continue to provide nurturing support to SHGs and CSCs. There will be an initial assessment of the staff of CSCs and those who are found to be pass the initial assessment will then be eligible for the different cadre positions (as per the cadre policy).

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Roles and responsibilities of the concerned CC/ AC

- Ensure that CM is identified according to the defined criteria in the groups.
- Ensure that the groups have been trained on the basic modules of SHG.
- Ensure Micro planning.
- Books of record maintenance
- Documentation for bank a/c opening.

Roles and responsibilities of BPM

- Ensure that bank A/c of the SHG has been opened.
- Has to ensure that all the activities and processes (Micro planning, ICF disbursement, Modular Trainings) in the SHGs which have been taken over from PRIYADARSHINI are being carried out according to the guideline.
- Overall implementation and monitoring of the program with the help of ACs and CCs.

Roles and responsibilities of Manager-CF/ MF

- Has to ensure that **books of records are placed** in all the SHGs which have been taken over from PRIYADARSHINI.
- Has to ensure that **books of records** are being properly maintained at the institution level.
- Has to ensure that documentation for the bank a/c opening is being carried out
- Has to ensure **opening of bank accounts** of the SHGs (which have been taken over by PRIYADARSHINI)

Roles and responsibilities of Training Cell

- Have to make sure that all the required **modular trainings** are delivered according to the timeline.
- Have to ensure the processes of **SHG and VO lifecycle** are being followed adequately.
- Ensure timely **training of staff and community cadre.**

Roles and responsibilities of DPM

- Overall monitoring, co-ordination and implementation of the program in the district.

Roles and responsibilities of the state level team

- Overall coordination for proper and timely implementation across all the districts.

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Operational Checklist

Name of SHG:

Name of CSC/ Cluster:

Name of Block:

Name of District:

Sl.	Important Steps	(Completed ((√/X)	Remarks (If Any)
1	Name of the SHG according to Jeevika norms		
2	Passbook to all members of the SHG		
3	Books of records placed in SHG		
4	Books of records maintained in SHG		
5	Identification of CM		
6	Modular trainings Conducted		
7	Documents for A/c opening prepared		
8	SHG a/c opened		
9	Micro planning		
10	ICF disbursement		

Any other comments: