

An Initiative of Government of Bihar for Poverty Alleviation



Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar

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Office Order

In the current FY, we need to form CBOs as per the AAP with a focus on its formation and nurturing from the beginning. In this context, following strategies will be followed in all districts.

A. SHG formation

SHG formation and training by CRP teams

In the current FY17-18, there will be four SHG CRP rounds viz., First round (at least 600-700 teams for 45 days in May- June'17), Second round (at least 700-800 teams for 45 days in August- September'17), Third round (at least 700-800 teams for 45 days in Nov.-Dec. 17) and Fourth round (at least 600-700 teams for 30 days in Feb.- March'17) across 38 districts of BRLPS. The districts which are reaching saturation in SHG formation will not take CRP rounds. The DPMs need to send a formal communication to the State towards the same.

In these rounds, CRPs will be involved from recipient (CRPs from federations will also be involved) as well as resource districts. The BPM will do all the necessary preparation for the smooth conduction of CRP rounds in their block like availability of CRP kit, training materials and necessary documents. Before conduction of each round, BPIU needs to open at least 2-3 villages (with at least 1-2 SHGs per village formed by concern field staff), where CRP team can be deployed. The concerned CC/ AC will support the CRPs during the rounds. All districts compulsorily will do an orientation and prepare teams before sending them to the concerned blocks. BPM will ensure placement of proper BoR in the newly formed SHGs. The CRP team will impart modular trainings (these trainings needs to be captured in the training report/ MIS), prepare SHG profile, and submit social mapping chart and listing of eligible HHs (village wise, where CRP teams have worked) and list of identified active women / CM to the concerned CLF / BPIU before moving to a newer location.

The briefing and debriefing of CRP teams needs to be ensured as per the set guidelines and details will be entered in the link mentioned below as-

For CRP briefing:

https://docs.google.com/forms/d/1Pz4eH9TpLT1XvMI1D X6zR4wxHi49 fmaczz2KZfuQE/viewform?edit requested=true

For CRP de-briefing:

https://docs.google.com/forms/u/0/d/1aFy4VCqBt07iDMAaPiRmZnE9RhbDFsrnyL gMfkEo 9c/viewform?edit requested=true

The concerned Manager- ICB/ TO will ensure the entry of briefing and debriefing reports in the link at the start and end of the CRP rounds. The absentee details of the CRPs along with the progress report will be sent to concerned districts within 7 days on the completion of the drive. The concerned district/ TLC



will sent the progress report of CRPs to the concerned CLFs. And in the next 15 days, the resource fee will be given to the CRPs. The Manager-ICB/ TO and Finance Manager/ Accountant will do the necessary preparations. The DPM will ensure the timely payment to CRPs.

2. SHG formation and training by Staff

Each Community Coordinator will form at least 23 SHGs per month in the current FY17-18. The BPIU needs to enter sufficient number of villages so that CC can be assigned the responsibility of formation of SHGs in their allocated area. This needs to be tracked by the concerned BPMs on a monthly basis. There shouldn't be any overlapping with the SHGs formed by CRPs or any of the social capital. The modular trainings of the newly formed SHGs will be ensured by the staff within 3 months of SHG formation.

3. SHG formation and training by Active women/ CM/ CRPs where Village Organisation has already been formed.

In the villages, where VO has already been formed, SHGs will be formed by the trained social capital i.e. Active women/ CRP/ Community mobiliser in saturation approach. The VO will assign the task of SHG formation to Active women/ CRP/ CM.

The following process has to be followed while forming new SHGs:

- Mapping of VO area/ village and identify potential of new SHG formation on saturation approach before giving the responsibility of new SHG formation to social capital. The decision of new SHG formation has to be minutized in VO meeting and accordingly review the achievement after SHG formation and finally declare saturation.
- In this process if there are left out but there is no possibility of new SHG formation, it will be VO responsibility to associate left out HHs in the existing SHGs. In this process also, VO can take support of its social capital in mobilization of these left out HHs. The VO can also decide to provide some incentive to the concerned social capital if they bring some of the left out HHs in the SHG fold.
- In the process of new SHG formation targeting is important and it is mandatory that all eligible SC/ ST/ Minority HHs should be included first in the SHG fold.
- Post SHG formation activities like imparting of modular trainings (these trainings needs to be
 captured in the training report/ MIS), preparation of SHG profile and document for saving
 account opening needs to be submitted to VO and VO will certify and do payment to concerned
 social capital. It has also to be minutized in VO meeting and submit the same with concerned
 document to CLF/ BPIU.

4. SHG formation and training by Active women/ CM/ CRPs where Village Organisation has not been formed or VO is in the initial stage.

In the villages, where VO hasn't been formed or it's in the initial stage of formation, SHGs will be formed by only trained social capital i.e. Active women/ CRP/ Community mobiliser in saturation approach with the ownership of CLF/ BPIU. The CLF/ BPIU will assign the task of SHG formation to Active women/ CRP/ CM.

The following process has to be followed while forming new SHGs:

Mapping of area/ village and identify potential of new SHG formation on saturation approach
before giving the responsibility of new SHG formation to social capital. The decision of new SHG
formation has to be minutized in CLF/ BPIU meeting and accordingly review the achievement
after SHG formation and finally declare saturation.



- In this process if there are left out but there is no possibility of new SHG formation, it will be VO (when it is formed) responsibility to associate left out HHs in the existing SHGs. In this process also, VO can take support of its social capital in mobilization of these left out HHs. The VO can also decide to provide some incentive to the concerned social capital if they bring some of the left out HHs in the SHG fold.
- In the process of new SHG formation targeting is important and it is mandatory that all eligible SC/ST/ Minority HHs should be included first in the SHG fold.
- Post SHG formation activities like imparting of modular trainings (these trainings needs to be captured in the training report/ MIS), preparation of SHG profile and document for saving account opening needs to be submitted to CLF/ BPIU and they will certify and do payment to concerned social capital. It has also to be minutized in CLF/ BPIU meeting.

In the formation of SHGs, a combination of all four strategies need to be taken into account. In a SHG, there should be 12-15 HHs and any less no. of HHs in a SHG should be increased with inclusion of more eligible HHs. In the trainings, the videos (*jointly prepared by JEEViKA and DG*) will be used through pico projectors. Manager-ICB/ TO will ensure this.

Payment of incentive to a social capital will be based on the no. of SHG formed, following all process and submission of SHG profile and documents required for SHG bank account opening. The incentive for one SHG will be Rs. 200/-. The incentive will be given from the project towards facilitation of SHG formation by the VO/ CLF/ BPIU. BPM will ensure this.

B. VO formation

1. VO formation and training by CRP teams

In the current FY17-18, there will be four VO CRP rounds viz., First round (at least 250-300 teams for 30 days in June'17), Second round (at least 250-300 teams for 30 days in August'17), Third round (at least 250-300 teams for 30 days in Nov.'17) and Fourth round (at least 250-300 teams for 30 days in Feb.'17) across 38 districts of BRLPS. The districts which are reaching saturation in VO formation will not take CRP rounds. The DPMs need to send a formal communication to the State towards the same.

In 29 districts, the VO CRPs will be sent from the Resource districts. The BPM will do all the necessary preparation for the smooth conduction of CRP rounds in their block like availability of CRP kit, training materials and necessary documents. The concerned CC/ AC will support the CRPs during the rounds. The resource districts will do an orientation and prepare teams before sending them to the recipient districts. BPM will ensure placement of proper BoR in the newly formed VOs. The CRP team will impart modular trainings (*these trainings needs to be captured in the training report/ MIS*), prepare VO profile, submit saturation status and also do an orientation to the CM towards proper functioning of SHG and VO.

2. VO formation and training by Staff

Each Community Coordinator will form at least 1 VO per month in the current FY17-18. In this, only trained and experienced CC will be involved. The initiation of VO formation will start with at least 10 SHGs in a village fulfilling triggers mentioned in the COM. It is also important to mention that all 6 months SHGs should come into the VO fold in a time bound manner. BPM will ensure this with proper tracking with CCs on a monthly basis. There shouldn't be any overlapping with the VOs formed by CRPs. The modular trainings of the newly formed VOs will be ensured by the staff within 3 months of VO formation.



The VO CRP rounds will be mandatorily held in the partners block (*blocks wherein PRADAN, APMAS and federation are working*). In the formation of VOs, a combination of these two strategies need to be taken into account. In a VO, there should be 15-20 SHGs and any less no. of SHGs should be increased with the inclusion of more eligible SHGs in a VO. The VO CRP rounds can be utilized in the formation of new VOs as well as imparting strengthening support to existing VOs. In the trainings, the videos (*jointly prepared by JEEViKA and DG*) will be used through pico projectors. Manager-ICB/ TO will ensure this.

C. CLF formation

1. CLF formation and training by CRP teams (for new CLFs)

In the current FY17-18, there will be four CLF CRP rounds viz., First round (at least 20-25 teams for 30 days in May- June'17), Second round (at least 20-25 teams for 30 days in August- September'17), Third round (at least 40-50 teams for 30 days in Nov.-Dec.'17) and Fourth round (at least 40-50 teams for 30 days in Feb.- March'17) across 38 districts of BRLPS. The districts which are reaching saturation in CLF formation will not take CRP rounds. The DPMs need to send a formal communication to the State towards the same.

2. CLF training by CRP teams (for already formed CLFs)

In the current FY17-18, there will be four CLF CRP rounds viz., First round (at least 25-30 teams for 30 days in May- June'17), Second round (at least 25-30 teams for 30 days in August- September'17), Third round (at least 50-60 teams for 30 days in Nov.-Dec.'17) and Fourth round (at least 50-60 teams for 30 days in Feb.- March'17) across 38 districts of BRLPS.

In 29 districts, the CLF CRPs will be sent from the Resource districts. The BPM will do all the necessary preparation for the smooth conduction of CRP rounds in their block like availability of CRP kit, training materials and necessary documents. The concerned CC/ AC will support the CRPs during the rounds. The resource districts will do an orientation and prepare teams before sending them to the recipient districts. BPM will ensure placement of proper BoR in the newly formed CLFs. The CRP team will impart modular trainings (*these trainings needs to be captured in the training report/ MIS*) to VOs and CLFs, prepare CLF profile and submit status report of CLF to the BPIU.

3. CLF formation and training by Staff

The trained resource pool of the district (*who have undergone training on the functions of the CLF*) will only be involved in the CLF formation. The initiation of CLF formation will start with at least 12 VOs in a cluster fulfilling triggers mentioned in the COM. It is also important to mention that all 1 year old VOs should come into the CLF fold in a time bound manner. BPM will ensure this. The Manager-ICB/ TO will ensure deployment of trained resource pool for CLF formation in any of the block in a district. The modular trainings of the newly formed CLFs will be ensured by the staff within 3 months of CLF formation.

In the formation of CLFs, a combination of these two strategies need to be taken into account. In a CLF, there should be 40-45 VOs and any less no. of VOs should be increased with the inclusion of more eligible VOs in a CLF. The newly formed CLFs (*involving CLF leaders/ RGB members/ CLF anchors- AC/CC*) will be provided exposure visits to resource CLFs within 3 months of CLF formation. Manager- ICB/ TO will ensure this. In the trainings, the videos (*jointly prepared by JEEViKA and DG*) will be used through pico projectors. Manager-ICB/ TO will ensure this.



All DPMs/ In charge is hereby directed to follow up the strategies for effective implementation of CBO formation and training in the current financial year. All the newly formed SHGs, VOs and CLFs and any addition of HHs in an existing SHGs needs to be punched in the AAP tracker and CBO MIS on a monthly basis on a priority basis.

(Balamurugan D.)
Chief Executive Officer-Cum-State Mission Director

Copy to:

- 1. All DPMs/ FMs/ Manager-ICBs/ TOs.
- 2. All PCs/ SPMs/ SFMs/ PMs/ AFMs.
- 3. OSD/ Director/ CFO/ AO/PS/ PO.
- 4. IT Section.
- 5. Concerned File.

Annexure:

- 1. SHG formation Plan in FY17-18.
- 2. VO formation Plan in FY17-18.

SHG FORMATION PLAN FOR FY17-18

				SHG Formation Plan, Q1								SHG Formation Plan, Q2									
SI.	District	Cum. SHGs till March'17	SHGs (AAP FY17-18)	SHGs in Q1	Mar.'17)	SHGs (by the VOs)	No. of Staff (AC/CC)	1	SHGs (by the CRPs)	CRP teams involved	Total SHGs in Q2	No. of VO (till Mar.'17)	SHGs (by the VOs)	No. of Staff (AC/CC)	SHGs (by the Staff)	SHGs (by the CRPs)	CRP teams involved				
1	Araria	11808	4115		673	337	63	252	492	16	955	673	337	63	315	304	10				
2	Arwal	4579	2313	540	294	147	24	96	297	10	549	294	147	24	120	282	9				
3	Aurangabad	12195	5680	1425	770	385	74	296	744	25	1370	770	385	74	370	615	21				
4	Banka	10432	6330	1560	644	322	52	208	1030	34	1590	644	322	52	260	1008	34				
	Begusarai	16225	6783	1634	1003	502	126	504	629	21	1564	1003	502	126	630	433	14				
	Bhagalpur	17053	6494	1728	1047	524	109	436	769	26	1494	1047	524	109	545	426	14				
	Bhojpur		5014	1530	606		81		903	30	1272	606	303	81	405	564	19				
	Buxar			705	434	217	70		208	7	757	434	217	70	350	190	6				
9	Darbhanga		7517	1928	1232	616	122	488	824	27	1867	1232	616	122		641	21				
10	Gaya		7179	1790	2362	1181	210	609	0	0	1788	2362	1181	210	607	0	0				
11	Gopalganj		5630		970	485	92	368	677	23	1569	970	485	92		624	21				
12	Jamui				805	403	68	272	71	2	700	805	360	68	340	0	0				
13	Jehanabad				449	225	53		369	12	895	449	225	53		406	14				
14	Kaimur			855	451	226	78	312	318	11	1150	451	226	78		535	18				
15	Katihar		6365		1131	566	126		605	20	1616	1131	566	126		421	14				
16	Khagaria	15925	1085	680	1252	396	71		0	0	380	1252	200	71	180	0	Ō				
17					430	215	44	176	529	18	855	430	215	44		420	14				
18	Lakhisarai	4962	2130	580	256	128	51	204	248		550	256		51	255	167	6				
19	Madhepura	18012	5842	1494	1233		109				1504	1233	617	109		343	11				
20	Madhubani	31749	7125	1910	2008	1004	158				1670	2008	1004	158	666	0	0				
21	Munger	8260	4550	1265	497		61				1240	497		61		687	23				
22	Muzaffarpur	37812	6771	2047	2645	1323	138			6	2002	2645	1312	138	690	0	0				
23	Nalanda	24059	350	325	2044	325		0		0	25	2044	25	189	0	0	ō				
24	Nawada	16513	3983		1014	507		504		1	1025	1014	507	126	518	0	0				
25	Pashchimi	23458	7393	2170	1373	687				33	1933	1373	687	127		612	20				
26		22535	9608			684	180	720	1058	35	2546		684	180	900	963	32				
	Durhi	32245		42FF							4410		877	169	845	2689	90				
28		26887	1514			468	96	384	0	0	662	1885	500	96	162	0	0				
	Rohtas															530	18				
_															435	162	5				
31																278	9				
															600		36				
												278		44			0				
_												286		44	220		5				
-										30				99			28				
														101			41				
	Supaul													76			6				
	Vaishali									20				76 99			<u>6</u> 25				
 +														3834			584				





SHG FORMATION PLAN FOR FY17-18 SHG Formation Plan, Q3												SHG Formation Plan, Q4										
			THE NEW YORK NO. OF LOOK										Total No. of VO CHCc (by No. of SHCc (by SHCs (by CRP									
		Cum.	SHGs (AAP	Total SHGs in			Ctoff	SHGs (by	SHGs (by			/+iII	SHGs (by	Staff		the CRPs)	teams					
SI.	District	SHGs till	FY17-18)				(AC/CC)	the Staff)	the CRPs)	involved		Mar.'17)	the VOs)	(AC/CC)	the Staff)		involved					
		March'17		930		337	63	252	342	11		673	337	63	315	499	25					
	Araria		2313			147	24	96	359	12	622	294	147	24	120	355	18					
	Arwal		5680			385	74	296	729	24		770	385	74	370	720	36					
	Aurangabad		6330			322	52	208	1060	35		644	322	52	260	1008	50					
$\overline{}$	Banka		6783	1519		502	126	504	514	17	2066	1003	502	126	630	935	47					
	Begusarai		6494			524	109	436	637	21	1676	1047	524	109	545	608	30					
	Bhagalpur		5014			303	81	324	535	18		606	303	81	405	342	17					
	Bhojpur	8049	3025	780		217	70	280	283	9	783	434	217	70	350	216	11					
	Buxar		7517	1741		616	122	488	637	21	1981	1232	616	122	610	755	38					
	Darbhanga		7179	1788	2362	948	210	840	0	0	1813	2362	1181	210	632	0	0					
-	Gaya	33291	5630		970	485	92	368	693	23	985	970	485	92	460	40	2					
	Gopalganj	16403	2884		805	323	68	272	0	0	844	805	403	68	340	102	5					
12	Jamui	11603	2535		449	250	53	220	0	lo	365	449	225	53	141	0	0					
13	Jehanabad	7047 8427	3945		451	226	78	312	553	18	850	451	226	78	390	235	12					
14	Kaimur	20378	6365	1539	1131	566	126	504	470	16	1536	1131	566	126	630	341	17					
	Katihar	15925	1085	25	1252	25	71	0	0	0	0	1252	0	71	0	0	0					
_	Khagaria	6973	3560	870	430	215	44	176	479	16	915	430	215	44	220	480	24					
	Kisanganj	4962	2130	400	256	128	51	204	68	2	600	256	128	51	255	217	11					
18	Lakhisarai	18012	5842	1569	1233	617	109	436	517	17	1275	1233	617	109	545	114	6					
_	Madhepura	31749	7125	1955	2008	1004	158	632	319	11	1590	2008	1004	158	586	0	0					
	<u>Madhubani</u>	8260	4550	1020	497	249	61	244	528	18	1025	497	249	61	305	472	24					
21	Munger	37812	6771	1792	2645	1240	138	552	0	0	930	2645	600	138	330	0	0					
22	Muzaffarpur	24059	350	0	2044	0	189	0	0	0	0	2044	0	189	0	0	0					
23	Nalanda	16513	3983	1045	1014	520	126	525	0	0	883	1014	507	126	376	0	0					
24 25	Nawada Pashchimi	23458	7393	1635		687	127	508	441	15	1655	1373	687	127	635	334	17					
	Champaran				1373			1770	1034	34	2164	1367	684	180	900	581	29					
26	Patna	22535	9608	2437	1367	684	180	720	1034			1307										
27	Purbi Champaran	32245	17655	4365	1753	877	169	676	2813	94	4525	1753	877	169	845	2804	140 0					
28	Purnea	26887	1514	0	1885	0	96	0	0	0	0	1885	0	96	0	0	16					
	Rohtas	15083	6022	1255	834	417	129	516	322	11	1375	834	417	129	645	313	0					
	Saharsa	16408	4110	830	1156	578	87	252	0	0	730	1156	578	87	152	0						
31	Samastipur	25305	8035	1958	1765	883	168	672	404	13	2125	1765	883	168	840	403	20					
32	Saran	16422	8048	1874	877	439	120	480	956	32	1868	877	439	120	600	830	41					
33	Sheikhpura	4129	1701	383	278	139	44	176	68	2	512	278	139	44	220	153	8					
34	Sheohar	4687	1898	412	286	143	44	176	93	3	412	286	143	44	220	49	2 41					
35		18402	7101	1700	951	476	99	396	829	28	1800	951	476	99	495	830						
36		12935	8070	2025	557	279	101	404	1343	45	2005	557	279	101	505	1222	61					
37	Supaul	16627	4590	1445	1141	571	76	304	571	19	1045	1141	571	76	380	95	5 24					
	Vaishali	16745	6073	1505	902	451	99	396	658	22	1427	902	451	99	495	481	776					
1		625321	203023	48858	39375	16765	3834	13845	18248	608	47647	39375	16375	3834	15747	15526	1//6					

VO FORMATION PLAN FOR FY17-18

	FORMALION PEAN		VO Formation Plan, Q1						VO Formation Plan, Q2			VO	Formatio	n Plan, (Q3	VO Formation Plan, Q4				
		Cum. VOs	VOs (AAP	Total	No. of	VOs (by	VOs (by	CRP	Total VOs	VOs (by	VOs (by	CRP	Total VOs	VOs (by	VOs (by	CRP	Total VOs	VOs (by	VOs (by	CRP
SI.	District	till .	FY17-18)	VOs in	Staff	the		teams	in Q2	the	the	teams	in Q3	the	the	teams	in Q4	the	the	teams
		March 1/	,	Q1				invoivea			CRPs)	involved	1		CRPs)	involved	-	Staff)	CRPs)	involved
-					63		_	9		62	21	7	89		22	7	99	74		8
2 /		294		39	24			6			15	5	25		6	2	27	20	7	2
				102	74				102	77	26	9	97			8	87	65	22	7
			464	136	52		34		136	102	34	11	96			8	96	72		8
				138	126		35		138		35	12	120			10	121	91		10
6 1	3			159	109		50		125		16	5	128			11	112	84		9
	,		328	91	81			8				6	84		21	7	77	58	1	6
			211	51	70		13		54		14	5	54		14	5	52	39	1	4
			526	144	122		36		133			11	126		-	11	123	92	31	10
		2362		47	210	1	0		47	47	0	0	47		-	0	57	57	1 -	0
					92		29				30	10	106		27	9	90	68		8
		805			68		15	5		47	16	5	44			4	56	42		5
			129	26	53		0	0	28	21	7	2	34		9	3	41	31	10	3
14				81	78		20			63	21	7	82		21	7	81	61	20	7
				96	126		24		86	65	22	7	93		23	8	81	61	20	7
		1252	154	49	71		0	0	69	69	0	0	31		0	0	5	5		0
		430	294	79	44		20	7		54	18	6	74	56	19	6	69	52		6
		256	185	48	51		12	4			13	4			10	3	46	35		4
				66	109		0	_	69	69		0			-	0	97	97	0	0
				227	158		57		150	-	38	13	116		29	10	91	68		8
			289	94	61		24		83	62	21	7	65		16	5	47	35		4
				211	138		53	18	137	103	34	11	122		31	10	95	71		8
			30	11	189		0	0	12	12	_	0	7			0	0	0	0	0
			266	73	126	1	0	0		56		6		47	16	5	55	41	14	5
			574	146	127		37				38	13	139		35	12	137	103		11
			691	183	180		46	15	179		45	15	170		43	14	159	119	40	13
		1753		250	169		63		247	185		21	248			21	275	206	69	23
		1885	186	48	96		•	0		47		0				0	42	42	0	0
		834	394	94	129		24	8		82		9				8	92	69		8
			297	85	87		21	7			19	6				6	69	52	17	6
	P GIVITORO GI P GIV		518	141	168		35	12		105	35	12				11	111	83	1-0	9
			533	148	120		37	12		92	31	10				11	126	95		11
			64		44		0	0		15	0	0				0	16	16	0	0
34 5		286		46	44		12	4		33	11	4				4	47	35		4
35 3	Sitamarhi			147	99		37			103	34	11				11	119	89	30	10
			691	168	101		42	14		131	44	15			44	15	172	129	43	14
37 9				65	76	49	16	5		35	12	4	69			6	66	50	17	6
	Vaishali		477	134	99	101	34	11			30	10				9	117	88	29	10
	Total	39375	14217	3919	3834	3004	915	305	3633	2725	908	303	3412	2559	853	284	3253	2440	813	271



