



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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Ref.- BRLPS/Proj-NF/1268/17/1510

Date - 27/7/18

OFFICE ORDER

Non Farm Rural Retail shop policy has been finalised and approved by competent authority. Non-Farm Rural Retail Shop (RRS) is a platform for Kirana shops owned by JEEViKA SHG members acting as a wholesale store for them.

Please find attached Non Farm Rural Retail shop policy. This is for your information and needful action please.

By The Order of CEO



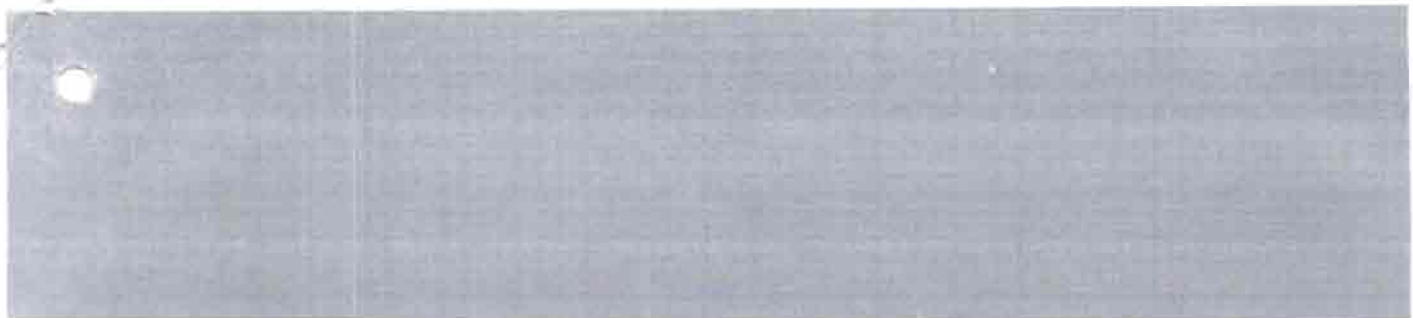
(Rajiv Kumar Singh)

Administrative Officer

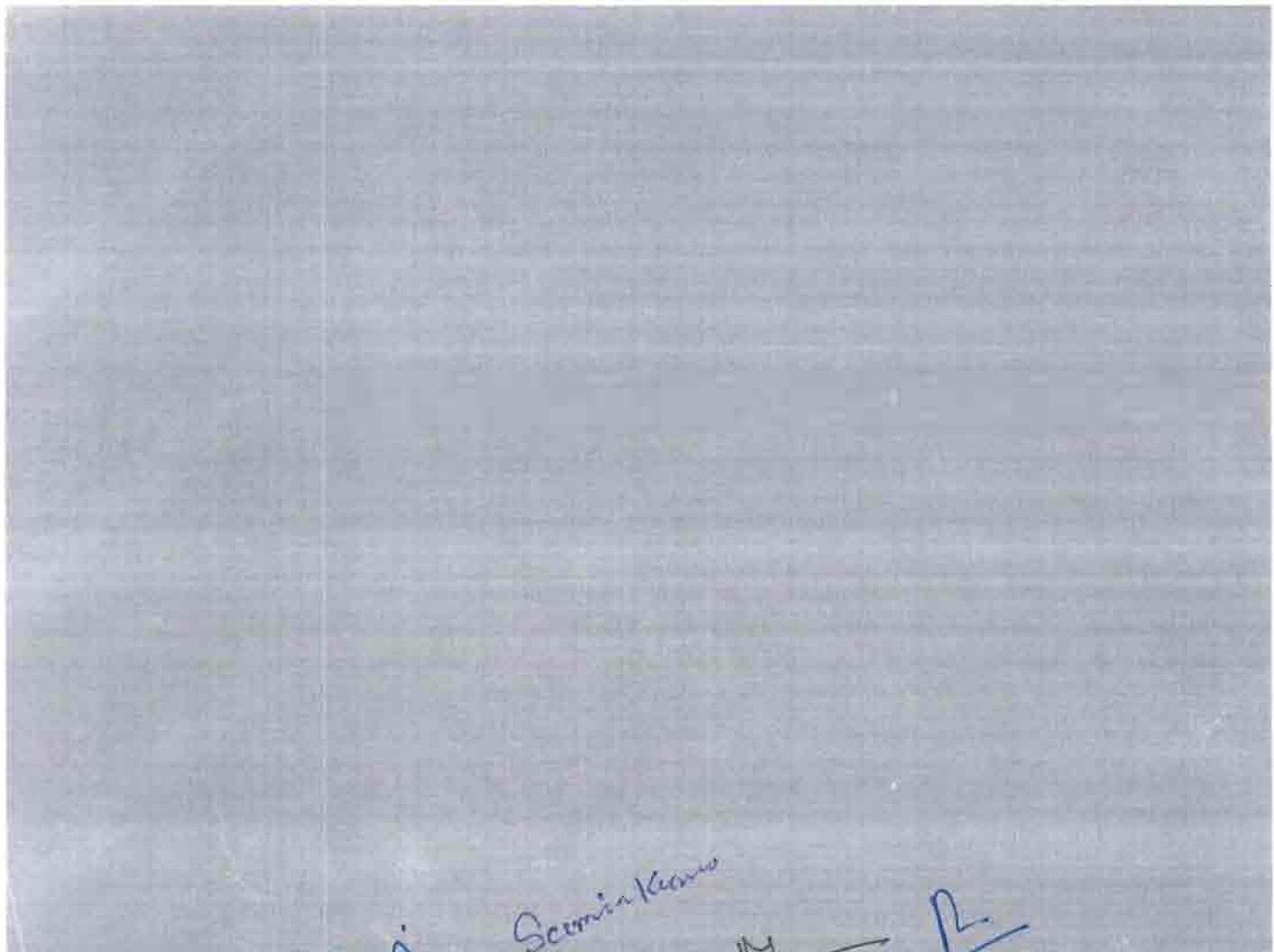
Enc.: Non Farm Rural Retail shop policy.

Copy To:

1. OSD/Director/AO/CFO/PS/PCs/SPMs/PMs/SFM/AFMs
2. DPMs/FMs/YP-NF/Mgr-NF/BPMs
3. JF section



**OPERATIONAL GUIDELINE FOR RURAL RETAIL SHOP
(RRS)**



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Rural Retail Shop (RRS)

Retail involves the sale of goods from a single point directly to the consumers in small quantities for end use. Retailing includes all the activities involved in selling goods or services to the final consumers for personal or non-business use. A retailer or retail store is any business enterprise whose sale volume comes primarily from retailing. Any organization selling to final consumers whether it is manufacturer, wholesaler or retailer is doing retailing.

Rural Retail Shop (RRS) is the place where retailer will purchase products from a Nodal store. A nodal store termed as Rural Retail Shop (RRS) will act as wholesale store. All retailer will join together to form association called Rural Retail Association. RRS will directly link with companies/ distributor for the purchase of kirana items. RRS will purchase, store and then sell kirana items to the retail shop.

Objective

The main objective of Rural Retail Shop are:

- To provide organised platform for kirana shop
- To provide branded, genuine and product of standard quality to the beneficiaries and minimise circulation of counterfeit product.
- To provide quality product at affordable price to kirana store.
- To provide market for product made by CBO's members

Process Flow

- Baseline survey of existing kirana shop in the block: Baseline survey of existing kirana/ retail shop to be done in given format.
- Selection of block: Selection of block to be done by DPCU/SPMU on the basis of survey.
- Identification of eligible kirana shop: Final selection of kirana store to be done as per described criteria.
- Orientation of Kirana shop owner: Kirana shop owner to be oriented on concept of Rural Retail Shop, its operation, functioning and management.
- Formation of Kirana association, selection of OB members and purchase committee: Kirana association will consist of all kirana shop owner selected for Rural Retail shop. It will elect 12 BoD members. From BoD it will elect 3 office bearer: President,

Secretary and Treasurer. A committee of 3 members (other than OB members) to be formed as purchase committee. The committee will meet at least once in a month. In case of absence of association a registered VO can act as a Nodal VO for operation of RRS. All registration will be done on behalf of VO. Once RRS gets registered, VO will handover all responsibility to RRS.

- Training of RRS members: A training to be given to members and staff for smooth operation of RRS. The training will in three phase.
 - 1st Phase: Training of all member regarding concept of RRS and its operations. Training of BoD and OB members regarding their responsibility.
 - 2nd Phase: Training of all member regarding procurements, indent generations, price fixation.
 - 3rd Phase : Training of RRS staff regarding daily operations, E PoS.

Training of RRS member including BoD will be done by Master Trainer or Resource Person. RRS may hire a Resource person from Telangana/ Andhra Pradesh or from other place where same model exists.

- Collection of share capital: The association will collect Rs.2000/- from each member as share capital. It may be collected in instalment basis if association decides.
- Opening of bank account: Opening of bank account to be done in nearest bank. Account should be Current account. Account to be operated by joint signature of any two OB members (President, Secretary and Treasurer). In case of registered VO, no account will be opened and all financial operation will be done through VO account.
- Preparation of business plan: Business plan to be prepared of each nodal Rural Shop on the prescribed format (Annexure 1). Plan to be submitted at respective CLF which will further forward to DPCU.
- Request for Fund: Request for fund to be made through proper format and application form to CLF (Annexure 2). Fund will be transferred to association through CLF.
- Identification of shop location: Location of the nodal shop to be identified by the association/ VO/CLF as per given criteria
- Rental deed/ agreement with the building owner: Formal agreement with the building owner and association to be done for the period of minimum 3 years.
- Identification of distributors: Distributor for each store to be identified by purchase committee of the association. More than 1 distributor can be identified.
- Setting up of shop: Shop to be opened in the selected location.

- Registration of the association: Registration of association to be done under partnership act.
- Apply for shop registration, trade license, PAN, GST, electricity connection, internet connection: After association get registered it will apply for shop registration, trade license, PAN, GST, electricity connection, internet connection.
- Procurement of equipment (racks, furniture, weighing machine, fire extinguisher, computer, etc.) and books of records for store operation: Procurement of the equipment should be done as per community procurement guidelines.
- Selection of store manager and store keeper: In order to manage day to day activity of the shop, association can select store manager and store keeper.
- Indent generation from kirana store: Indent regarding total fortnightly requirement for the store to be generated by individual kirana shop. It is then aggregated at RRS level before placing order to distributor. The minimum amount of indent per kirana shop is Rs. 6000/ per month. It may be changed as per decided by association. The frequency of indent generation can be changed if association decides.
- Purchase of kirana items from selected distributors: Purchase to be done by purchase committee as per requirement.
- Selling price fixation: Selling price of each item to be fixed by the association. Selling price of a product can be changed as per market price fluctuation. Association is free to decide on margin percentage on products. Selling price should be less or equivalent to the retail price/MRP of product.
- UC generation and submission: UC to be generated and submitted to concern CLF/nodal VO within 15 days of expenditure.
- Branding and promotional activities: Hoarding to be used for promotional activities. Various activities can be arranged if association require.

Criteria for Rural Retail Shop

Criteria for selecting a member in the association

- Must be a member of SHG.
- Must own a kirana Shop.

Criteria for selection of Premises or Building for RRS

- Highly accessible to all members, near to bus station/bank, facing main road and should not be in the bye lanes or in interior places.

- A concrete building in a straight floor/rectangular shape with 1000 Square feet and with ample space for parking
- Should have only one entry point and exit point. Well ventilated building with metal shutters
- There should not be many windows and doors
- Free from water stagnation, fire zone and preferably in a high float zone/ safety zone
- Should be above ground level by at least 4' – 6', preferably a rodent proof construction with horizontal plinth projection of 3' – 4' above the ground
- Should have provision for proper lock & key
- Good soil structure where the building located – Essentially termite proof.

Layout of RRS

- The signage displaying the name and logo of the store must be installed at a place where it is visible to all, even from a distance.
- The store must offer a positive atmosphere to the customers.
- The merchandise should be well arranged and organized on the racks assigned for them. Make sure the products do not fall off the shelves. Ensure the displayed stock is not getting old and follow FIFO/LIFO
- The store should be adequately lit so that the products are easily visible to the customers.
- The floor tiles, ceilings, carpet and the racks should be kept clean and stain free.
- Do not stock anything at the entrance or exit of the store.
- The store design should be planned in a way which minimizes theft or shop lifting.
- Separate space for Food and Non-Food, if possible, allocate separate rooms.
- Strong smelling items like Laundry, Air care, Personal Wash items separate space to be allocated.
- Sensitive Food items like Tea, Milk Mixes, processed foods(biscuits ,Chips etc.) to be carefully handled and to be protected from direct sunlight.
- Space for receiving and checkout to be allocated.
- Separate space for Computer (Billing),records , preferably with an enclosure be provided
- Use wooden pallets to keep any item, no items on the floor directly.

Criteria for selecting a distributor

- Must be authorised distributor of the selected product.
- Shop must fall under the distributor area.
- Willing to deliver products to RRS doorsteps.

Criteria for selection of Store manager and store keeper

- Association will select store manager and store keeper.
- Must be resident of the selected block.
- Must be SHG member or from the family (Spouse, children) of SHG member.

Qualification of Store Manager and store keeper

- Must be educational qualification of at least 12th pass for store manager and 8th pass for store keeper.
- For store manager, one must have basic computer knowledge.

Roles and Responsibility of RRS members

Roles and Responsibility of BoD

- To Oversee and finalize all activities of RRS
- To prepare monthly, quarterly and annual action plans.
- Formation and review of the performance of the sub-committees and approve addition/removal of members as per need
- Selection and review of cadres / resource persons, decide their roles, responsibilities and benefits.
- To Arrange for internal audit of the RRS
- To ensure meetings of RRS
- To organize technical trainings and exposure visits for RRS members
- To co-ordinate with CLF & VO OBs
- To make plan of dividend distribution.

Roles and Responsibility of OBs

- To represent RRS on every platform.
- To operate RRS Bank Account
- To advise strategies and implement the AAP and other decision taken by BOD.
- Fund management and proper update of books of accounts and records update.
- To assist and review Sub-committee functioning
- To assign day to day task to RRS staff & monitoring

Roles and Responsibility of President

- Convene meetings and facilitate agenda setting
- Chair the meetings and facilitate discussions engaging all members
- Help the member arrive at decisions on group activities
- Oversee implementation of project activities by sub-committees
- Coordinate with Secretary and Treasurer to achieve group objectives
- Represent the group in higher level organizations
- Support conflict resolution efforts

Roles and Responsibility of Secretary

- Assist the President in conducting meetings of the RRS
- Ensure attendance and participation of members
- Responsible for recording minutes of discussions
- Ensure that the group norms and decisions are implemented
- Reporting progress of the RRS
- Convergence with Government, Banks, distributors etc.

Roles and Responsibility of Treasurer

- Safeguarding and accounting for all funds received by the RRS
- Custodian of cash and bank balances of the group

- Issue receipts for the fund received
- Arrange up to date record keeping
- Present financial picture of the association from time to time
- Finalize accounts at the end of each fiscal year and facilitate timely audit
- Prepare monthly finance summary and submit to BoD and to CLF/Nodal Vo

Roles and Responsibility of staff

Area Coordinator (AC)/Community Coordinator (CC)

- Awareness generation
- Identification of all the kirana stores by VO/CLF
- Identification of interested eligible kirana store with the support of VO
- Orientation to the kirana store owner
- Regular follow up and feedback
- Working capital loan proposal fillings
- Working capital loans grounding

Block Project Manager (BPM)

- Monitoring of AC/CC
- Step by step monitoring of progress
- Ensure proper selection of kirana store
- Facilitating in identification of store building, manager recruitment etc.
- Ensuring registration of association, Store
- Facilitate for business plan proposal
- Monitoring financial transaction of association
- Facilitate linkage with distributor
- Delivering/arranging Training of Block level staff, Store association and store staff
- Ensuring coordination with DPCU

Non-Farm Manager/ YP Non-Farm

- Non-farm managers/Non-farm manager in charge/ YP- Non Farm posted at district will visit RRS atleast once every week and check on the progress as per the action plan.
- Ensure timely support to the BPIU staff and RRS members/staff as per requirement.

- Support in Business plan preparation, conducting meeting

Roles and Responsibility of shop association and shop staff

All selected shop keeper will be member of the association. Shop association will meet once in a month to discuss operation and issues related to the shop.

Panchsutra for Association

1. Regular monthly meeting
2. Timely supply of material
3. Regular update of books of records
4. Quality check of input and output
5. Timely payment (Supplier, staff)

Store Manager

- Managing day to day operations in the RRS
- Receiving orders, maintaining stock records
- Maintenance of all required books of records at the RRS
- Ensuring daily maintenance and store layout of the RRS
- Communication about any offer, discount, new products etc. to the kirana store
- Collection of cash/cheque from the kirana shop and depositing it to the bank
- Timely payment of shop rent, electricity bill etc.
- Any other tasks assign for the necessary running of the RRS

Store Keeper

- Timely opening and closing of shop.
- Ensure kirana items/products are kept in proper place.
- Ensure cleanliness of the shop.
- Delivery of kirana shop items to the kirana owner.

CRP for Rural Retail Shop

The team will be responsible for the community mobilization, creating awareness, member addition in Rural Retail Shop.

Monitoring & Reporting

The CLF/BPIU will play a key role in formation and capacity building of a RRS association. Monitoring of sales, stocks, regular selling of products, update of Book of Records and regular payments to cadre/resource person & staff should be on top priorities of RRS. First level monitoring will be done by respective CLF or BPIU. RRS will share the information on funding and profits with their members in their monthly meetings. Group should submit a Monthly progress report (MPPR), Work done report (WDR), Receipt & Payment Register on monthly basis and Profit & Loss A/c on Half Yearly basis against their approved annual action plan. CLF can review the performance of a RRS from the above mentioned monthly/half

yearly reports. Project will also help in required technical training to cadres/resource persons for making the above mentioned reports. Apart from this reports will be generated from E.PoS.

Funding Envelop and Fund Flow

The funding envelop for Rural Retail Shop is as below

The following activities or items of expenditure will be facilitated to a Rural Retail Shop:

- Start-up costs including (association formation costs, Basic training, capacity building, and exposure visits)
- Establishment cost (Procurement of Equipment/Machineries, Office set up, Administrative expenses etc.)
- Working Capital requirements
- Cost for RRS Staff/Resource Personals
- Any Other special assistance on case to case basis

There will be two part of financial assistance - Establishment Cost (CID) and Working Capital (CIF).

Establishment Cost (CID), which is a Grant, will be given on demand basis which will be maximum of amount Rs.10,00,000 and Working Capital (CIF) will be a Loan to a Rural Retail Shop.

Disbursement under CIF head will maximum of Rs. 9,78,000 and will be given as per specific business plan of the RRS total of Rs. 19,78,000 (Nineteen lakh seventy-eight thousand only). CID is for establishment of the Institution while CIF will be repaid to concerned CLF/Nodal VO at an Interest Rate of 7% per annum. Repayment schedule will be given to every RRS and concerned CLF/Nodal VO along with the Disbursement advice.

Repayment will be initiated after a moratorium period of 06 months.

The fund will flow from Nodal CLF. If RRS has members from more than 1 CLF then fund from other CLF (whose members are associated with same RRS) may be utilized.

Expenditure will be booked under budget head of "Establishment of resource centre "under BTDP. In case of NRLM/NRLP Block fund may be routed and booked under BTDP.

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S No.	Head	Per unit cost (in Rs.)	Unit	Total cost (in Rs.)
	Establishment Cost (One time)			
1	Steel Racks	4000	40	160000
2	Steel Almirah	10000	2	20000
3	Steel Container	5000	10	50000
4	Measuring containers	1000	10	10000
5	Table	5000	2	10000
6	Chair	1000	6	6000
7	Digital weighing machine (15 kg capacity)	7000	1	7000
8	Digital weighing machine (50 kg capacity)	10000	1	10000
9	E PoS Machine Set + Software + computer set	150000	1	150000
10	Table, chair for computer	15000	1	15000
11	Cash box	5000	1	5000
12	Black board	2000	1	2000
13	Wall Clock	500	2	1000
14	Carpet	1000	2	2000
15	Sign Board (Store)	5000	2	10000
16	Sign Board (Product)	lumpsum	lumpsum	20000
17	Fire Extinguisher	4000	4	16000
18	Dustbin	250	2	500
19	Stairs	5000	1	5000
20	Fan	2500	4	10000
21	Fridge	20000	1	20000
22	Inverter	25000	1	25000
23	CCTV Camera Set	20000	1	20000
24	Trolley	3000	4	12000
25	Registration Charges	30000	1	30000
26	Aquagaurd/Water cooler	20000	1	20000
27	Tea set/ glasses	500	1	500
28	Plastic sheet/cover	1000	5	5000
29	Books of Records*	5000	4	20000
30	Packaging material*	2000	24	48000
31	RRS Staff Salary*	10000	24	240000
32	Miscellaneous	50000	1	50000
			Total	1000000

*Books of records, Packaging material and RRS staff salary is for 2 (two) years.

S No.	Head	Per unit cost (in Rs.)	Unit	Total cost (in Rs.)
	Recurring Expense (Yearly)			
1	Kirana Item	500000	1	500000
2	RRS rent	10000	12	120000
3	Electricity Charge	Lump Sum	Lump Sum	36000
4	Association meeting charge	1500	12	18000
5	Annual general meeting	10000	1	10000
6	Stationery expense	Lump Sum	Lump Sum	24000
7	Internet charges	500	12	6000
8	Maintenance cost	2000	12	24000
9	Transportation cost	10000	12	120000
10	Miscellaneous	10000	12	120000
Total				978000

Honorarium of RRS staff/ Cadre

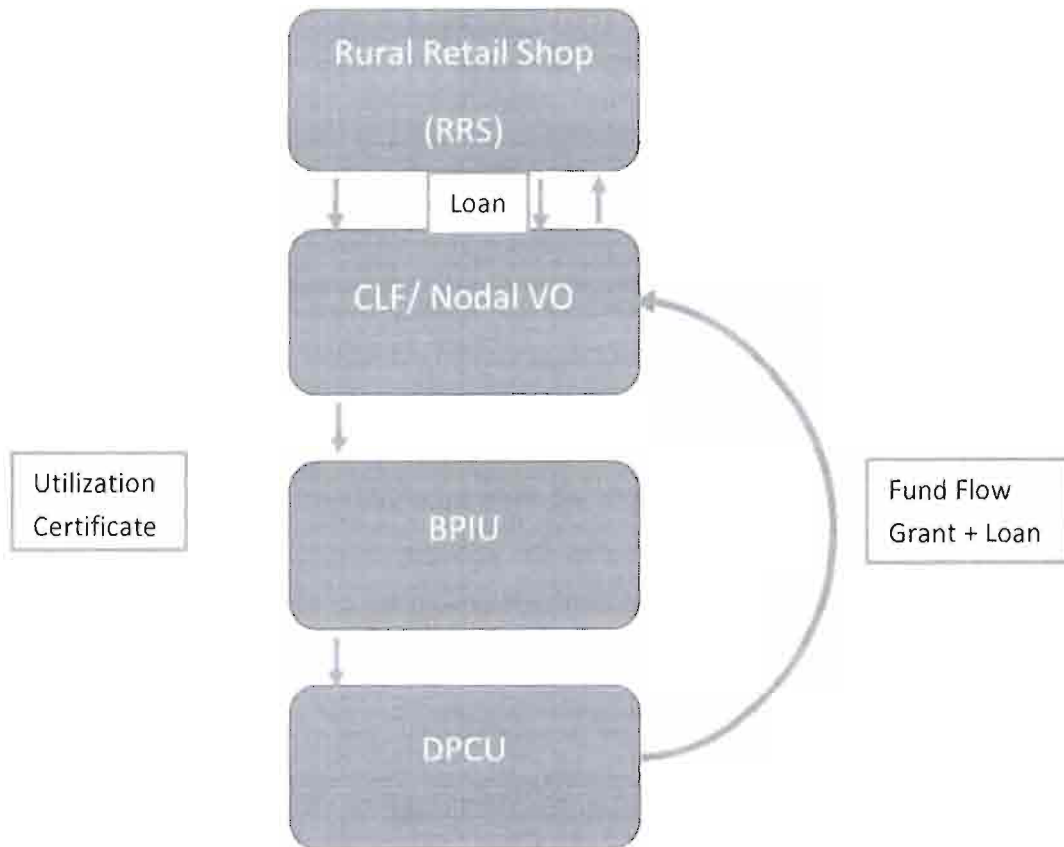
S No.	Post	Responsibility	Amount	Remarks
1	Store Manager	As mentioned	Rs. 4500	First 6 months
			Rs. 5000	After 6 months for one Year and Rs. 500 increment per year maximum to Rs.7000
		Addition of new member	Rs 100/ member	Incentive to be paid quarterly. The member added should continue for at least 3 months from the date of joining
2	Store Keeper	As mentioned	Rs. 2500	First 6 months
			Rs. 3000	After 6 months for one year Rs. 500 increment per year maximum to Rs.5000

CRP Honorarium

CRP Teams	Service location	Resource Persons Fee/Day Person (In Rs.)	Food charges /day/ person (in Rs.)
Rural Retail Shop CRP Team	Intra Block (within block/cluster)	160	100
	Intra district (within district)	240	100
	Inter district (within the project area)	320	100
	Inter district (outside the project area)	400	100

All lodging and other miscellaneous expense during CRP drive will be borne by the host/ recipient BPIU/ CLF.

Fund Disbursement process



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Accounting and Record Keeping

RRS will maintain following Books of Records. The Books of records will be maintained by Store Manager on daily basis.

- Stock Purchase Register
- Daily Stock Register
- Sales Register
- Stock Return Register
- Cash Book
- Receipt and Payment Register
- Cheque Issue Register
- Member's Passbook

Apart from this following sheets will be filled by BoD with the help of Store Manager for the meeting and reporting purpose

- Progress report
- Indent compilation form
- Selling price fixation register

With the help of E PoS following reports to be generated by Store Manager at the RRS as per requirement:

- Stock list report
- Stock movement report
- Sales report
- Bill Summary
- Purchase Summary
- Ledger, Cash Book, Day Book, Bank Book
- Payment/receipt/ Contra Register
- Trail Balance
- P & L
- Balance Sheet
- GST summary

Individual members will submit their demand through indent at regular interval.

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Annexure 1 :RRS Business Plan

RRS - Business Plan		
S. No.	Particulars	Details
1	Name of Rural Retail Shop	
2	Address of RRS	
3	Date of Formation of RRS	
4	No of retail/ kirana shop in association	
5	Name of Office Bearers	
6	Distance from Block HQ (in Km)	
7	Area of RRS (in sq ft.)	
8	No of rooms in RRS	
9	Expected rent of RRS	
10	List of item to be displayed/sell (attach list)	
11	Average price of the stock	
12	Expected sale/ month	
13	Average total margin	
14	Total share amount collected	
15	A/c opened (Yes/No), If opened A/c Number	

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Financials

S No	Particulars	Details
A	Stock Value	
1	Margin %	
2	Margin amount	
B	Monthly expense	
1	RRS rent	
2	Electricity Charge	
3	Store Manager /Store keeper/ Cadre Honorarium	
4	Stationery expense	
5	Internet charges	
6	Books of Records	
7	Packaging material	
8	Maintenance cost	
9	Transportation cost	
10	Miscellaneous	
C	Total expense (B1+....+B10)	
	Total profit (A2-C)	

Review

D

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Annexure 2 : Proposal Format for Financial Assistance to RRS

- 1. Name of the RRS :
- 2. Name of the Village :
- 3. Date of formation :
- 4. Total no. of members :
- 5. Details of sub-committees formed, if any :
- 6. Details of Bank Account :

Name of the Bank	Account number	Date of Account Opening	Name and Designations of the authorized persons to operate the account
			1
			2
			3

Signature of the Treasurer

Signature of the Secretary



Annexure 3 : Member addition form

सदस्यता के लिए आवेदन पत्र

सेवा में

अध्यक्ष,.....

विषय - जीविका ग्रामीण बाज़ार में सदस्यता प्राप्त हेतु आवेदन पत्र

महोदया,

मैं..... पिता/पति..... ग्राम..... पोस्ट.....
 पंचायत..... प्रखंड..... जिला..... राज्य - बिहार का स्थायी
 निवासी हूँ। मेरा ग्राम में राशन दुकान है जिसका नाम..... है,
 जो से चल रहा है।

मेरा आधार नं०....., बैंक एकाउंट नं०.....

IFSC कोड....., पता..... है।

मैं अपने सहमती से आज दिनांक/...../..... को जीविका ग्रामीण बाजार, के
 साथ जुड़ रही हूँ। इसके लिए मैं रुपया..... सदस्यता शुल्क के रूप
 में,.....(चेक/नगद)के माध्यम से जमा कर रही हूँ।

अतः आपसे निवेदन है की मेरा आवेदन स्वीकार करने की कृपा करे , इसके कार्य के लिए मैं आपका
 आभारी रहूंगी।

हस्ताक्षर

R. Singh

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Annexure 4: MoU between RRS and Distributer/ supplier

वितरक और जीविका ग्रामीण बाजार के बिच सहमति दस्तावेज

यह सहमति दस्तावेज "जीविका ग्रामीण बाजार,....." और "....." के बीच..... मे..... तिथि को बनाया गया तथा इसी तिथि से प्रभावी माना जायेगा |

इसके साथ-साथ इन्हें सामूहिक रूप से पक्षों के रूप में संबोधित किया जायेगा |

"जीविका ग्रामीण बाजार ,....." जिले के सरमेरा ब्लॉक के अंतर्गत पंजीकृत है | इस संघ का प्रतिनिधित्व बोर्ड ऑफ़ डायरेक्टर्स द्वारा किया जायेगा | "कई उत्पाद विपणन में संलग्न है | कई कंपनियों के अधिकृत वितरक है, जिनको बिहार राज्य में इन उत्पादों को बेचने का अधिकार है |

इस सहमति दस्तावेज के नियम इस प्रकार हैं :

अनुच्छेद 1- उद्देश्य

इस सहमति दस्तावेज का उद्देश्य कई कंपनीयो की वस्तु बिक्री में संलग्न करने के लिए संकुल स्तरीय संघ की इच्छा व्यक्त करना है और उन्हें आवश्यकतानुसार वितरक से खरीदना है | वितरक संकुल स्तरीय संघ की आवश्यकता के अनुसार वस्तु की आपूर्ति के लिए सहमत है |

अनुच्छेद-2 सामान्य नियम**1. सहमति दस्तावेज की अवधि:**

इस सहमति दस्तावेज का परिचालन हस्ताक्षर के उपरान्त किया जायेगा और इसकी मान्यता अवधि हस्ताक्षर करने की तारीख से एक वर्ष के लिए होगी | इस तारीख से पहले संयुक्त सहयोग की दृष्टि से आयोजित सभी गतिविधि इस सहमति जापन के तहत समझी जाएगी और मान्य होगी |

2. समन्वय:

इस सहमति दस्तावेज के उद्देश्य को पूरा करने के लिए प्रत्येक पक्ष एक उपयुक्त व्यक्ति (व्यक्तियों)को अपने संगठन का प्रतिनिधि रखेंगे और गतिविधियोंके क्रियान्वन में समन्वय के लिए उन्हें चिन्हित करेंगे |

3. गोपनीयता:

दोनों पक्ष इस बात से सहमत है कि इस सहमति दस्तावेज की गतिविधियों के क्रियान्वन करने के दौरान या बाद वे किसी भी समय इन गतिविधियों का या व्यापार का या एक दूसरे के व्यापार की विधि के सम्बन्ध में किसी भी मामलों की जानकारी या खुलासा किसी तीसरे पक्ष से बिना परस्पर सहमति के नहीं करेंगे |

4. सहमति दस्तावेज की समाप्ति:

इस सहमति ज्ञापन को दोनों पक्षों की ओर से एक महीने के लिखित नोटिस के साथ समाप्त किया जा सकता है। दोनों पक्षों में से एक के भी गैर अनुपालन या दायित्वों के बाध्यकरण/भंगन करने की स्थिति में दूसरा पक्ष तत्काल प्रभाव से समझौते को समाप्त कर सकता है।

5. संचार:

इस सहमति के तहत सभी नोटिस, मांगे और अन्य संचार हिंदी/अंग्रेजी भाषा में लिखे जायेंगे और वर्तमान पते, ईमेल या फैंक्स द्वारा सम्बंधित पक्ष को भेजा जायेगा। कोई भी सूचना दूसरे पक्ष तक पहुंचने की तारीख से प्रभावी मानी जाएगी। यह अधिकृत प्रतिनिधि द्वारा सूचित किया जाना चाहिए।

6. परिशिष्ट:

इस सहमति दस्तावेज के लिए कोई भी परिशिष्ट लिखित रूप में होगा और उनपर दोनों पक्षों के हस्ताक्षर किये जाने पर ही मान्य माना जायेगा।

अनुच्छेद 3- कार्य का दायरा

1. सहमति दस्तावेज के उद्देश्य के अनुसार वितरक वर्ल्ड हेल्थ पार्टनर्स द्वारा विपरण किये गए ओ.आर.एसकी विक्री संकुल स्तरीय संघ को करेंगे। दोनों पक्षों की सहमति के बाद ही किसी अन्य कंपनी का उत्पाद लिया जा सकता है। (अनुलग्नक-1/Annexure-1- उत्पादों की दर सूची)

2. संकुल स्तरीय संघ खरीद आदेश (Purchase Order) निर्धारित प्रारूप पर करेंगे और भुगतान डी. डी., बैंक हस्तांतरण और चेक आदि के माध्यम से प्रस्तुत करने के लिए सहमत है। (अनुलग्नक-2/Annexure-2- खरीद आदेश प्रपत्र)

3. वितरक दर सूची (अनुलग्नक-1) के अनुसार उत्पादों का बिल करने के लिए सहमत है। दर सूची में बदलाव के मामले में वितरक 15 दिन पहले ही संकुल स्तरीय संघ को सूचित करेगा और बदले हुए दर आपसी सहमति के बाद ही लागू किया जायेगा।

4. वितरक उत्पादों को बिना किसी अतिरिक्त शुल्क के संकुल स्तरीय संघ के गंतव्य तक पहुंचाने के लिए सहमत है।

5. संकुल स्तरीय संघ कभी भी वितरक के तरफ से प्रतिनिधित्व नहीं करेगा, यह तभी संभव होगा जब वितरक इस आशय को लिखित रूप में जारी किये गए निर्देशों के साथ इस बात की पुष्टि करेगा।

6. वितरक संकुल स्तरीय संघ के किसी भी मांग के आदेश पर ऐसे उत्पाद नहीं देगा जिनकी उपयोग समय सीमा (Expiry Date has arrived) समाप्त हो गयी है। वितरक द्वारा दिए गए उत्पादों की उपयोग समय सीमा कम-से-कम १ साल या उस से ज्यादा होना अनिवार्य है। जिन उत्पादों के उपयोग की तिथि (i.e., Expiry date has lapsed) समाप्त हो गयी है, वितरक उन सब उत्पादों का मुफ्त में प्रतिस्थापन (free replacement) करेंगे।

7. वितरक इस बात से सहमत हैं कि संकुल स्तरीय संघ के लिए उत्पादों की आपूर्ति निर्धारित समय सीमा के अन्दर की जाएगी | सामान्य स्थिति में खरीद आदेश के प्राप्त होने के 15 दिन के भीतर वितरक उत्पाद को संकुल स्तरीय संघको मुहैया करने के लिए बाधित होंगे।

8. संकुल स्तरीय संघ किसी भी उत्पादों के टूटने/क्षति/कमी होने की स्थिति में वितरक को 24 घंटे के अन्दर सूचित करेंगे, जिससे वितरक उपयुक्त उपचारात्मक कार्यवाही कर सके |

अनुच्छेद 4- भुगतान

वितरक द्वारा उत्पादों की आपूर्ति की जाने वाली मांग पत्र पर संकुल स्तरीय संघ अग्रिम भुगतान करने के लिए सहमत है |

अनुच्छेद 5- सम्बंधित कानून

1. किसी भी विवाद या इस सहमति ज्ञापन से सम्बंधित उत्पन्न मतभेदों को पक्षों द्वारा आपसी परामर्श और सहमतिज्ञापन के माध्यम से तय किया जायेगा | मामले में आपसी परामर्श द्वारा सहमति नहीं होने पर Arbitration and Conciliation Act, 1996 के अनुसार या इसके अतिरिक्त बाद में किसी भी अधिनियम और संशोधन को संकुल स्तरीय संघ और वितरक के आपसी चर्चा द्वारा नियुक्त एक मध्यस्थ के निर्णय के माध्यम से निपटान किया जायेगा | मध्यस्थता की सीट नालंदा में स्थित होगा | यह पक्षों के बीच सहमति हुई है कि सहमति ज्ञापन से उत्पन्न या अन्य मुद्दों पर नालंदा के अदालतों का इस पर एकमात्र और अन्य क्षेत्राधिकार होगा | यह सहमति ज्ञापन भारत में लागू कानूनों के तहत मान्य होगा |

2. इस सहमति ज्ञापन के तहत सभी मामलों में अकेले नालंदा के न्यायालय की अधिकारिता होगी |

3. इस सहमति ज्ञापन को दो प्रतियों में क्रियान्वित किया जायेगा | संकुल स्तरीय संघ मूल प्रति रखेगा और डुप्लीकेट प्रति वितरक को रखना होगा |

4. दोनों पक्ष सहमत हैं कि सहमति दस्तावेज दिनांक ___/___/___ से दिनांक ___/___/___ तक लागू रहेगा | अवधि विस्तार के लिए नियमानुकूल दोनों पक्ष समय-समय पर लिखित रूप से विस्तार की सहमति व्यक्त कर सकते हैं |

(Handwritten signatures and initials)

जीविका ग्रामीण बाजार के लिए	वितरक/भंडारक के लिए

यह समझौता.....(स्थान)(तिथि) को निम्नलिखित गवाहों के समक्ष हस्ताक्षरित किया गया है।

गवाह

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हस्ताक्षर.....

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Annexure 6: Daily Stock Register

दैनिक स्टॉक पंजी

क्रम संख्या	वस्तु का नाम	वस्तु का मूल्य/यूनिट	मात्रा	हस्ताक्षर	दिनांक			दिनांक			दिनांक			दिनांक			दिनांक		
					आरंभिक संख्या	निर्वाह संख्या	आतन शेष	आरंभिक संख्या	निर्वाह संख्या	आतन शेष	आरंभिक संख्या	निर्वाह संख्या	आतन शेष	आरंभिक संख्या	निर्वाह संख्या	आतन शेष	आरंभिक संख्या	निर्वाह संख्या	आतन शेष
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Samir Kumar

SK

R.

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Annexure 11: Bill

जीविका ग्रामीण बाज़ार						बिल न०-					
ग्राहक का नाम :						टिन न०					
ग्राहक ID नं० :						GST नं०					
पता :											
फ़ोन नं० :											
दिनांक :											
						टैक्स	कुल मूल्य	नगद प्राप्ति	बकाया राशी		
क्रम संख्या	वस्तु का नाम	मूल्य/यूनिट	वस्तु की मात्रा	दर	छूट						
कुल											
शब्दों में										
						दुकानदार का हस्ताक्षर					
ग्राहक का हस्ताक्षर				दुकान का मोहर							

Scanned

P. Singh

12

Annexure 14: Indent Compilation

कुल माग

क्रम संख्या	सामानों की सूची	कंपनी का नाम	सदस्य १	सदस्य २	सदस्य ३	सदस्य ४	सदस्य ५	सदस्य ६	सदस्य ४८	सदस्य ४९	सदस्य ५०	कुल
१												०
२												०
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५०												०
५१												०

Prakash

M

Seema

M

Annexure 15: Monthly Reporting Format

लेन देन प्रपत्र

क्रम संख्या	कार्य	महिना (दो महिना पूर्व)	महिना (पूर्व)	टिप्पणी
१	प्रप्त सामान का मूल्य			
२	बिक्री किये सामानों का मूल्य			
३	बचे सामानों का मूल्य			
४	हाथ की राशी (पंजी के अनुसार)			
५	हाथ की राशी (cashbox के अनुसार)			
६	बैंक में जमा राशी			
७	प्रमुख ५ वस्तुओं का नाम			
		१		
		२		
		३		
		४		
		५		
८	सामान लाने हेतु भाड़ा			
९	वैंडर का अंतिम महिना का भुगतान			
१०	Staff का अंतिम महिना का भुगतान			
११	अन्य भुगतान			

Pratya

A

Samir

D.

स्टोर की स्थिति

क्रम संख्या	कार्य	हां / ना	टिप्पणी
१	सभी पंजिका अपडेटेड है		
२	समय पर स्टोर खुल रहा है		
३	समय पर स्टोर बंद हो रहा है		
४	सभी सामान अपने स्थान पर है		
५	E PoS काम कर रहा है		
६	स्टोर साफ है		
७	दर पत्र में दर अंकित है		
८	सभी फाइल सहेज कर रखा हुआ है		
९	CCTV काम कर रहा है		
१०	नाप तौल मशीन काम कर रहा है		
११	स्टोर में आये दीदीयों की संख्या		
१२	स्टोर मेनेजर की उपस्थिति		

P. Singh

H

Same

D.