



# JEEVIKA

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

Bihar Rural Livelihoods Promotion Society (JEEVIKA) has the mandate of including 1.25 crore rural households into Self-Help Groups (SHGs). From the inception of BRLPS, special attention has been given on the inclusion of targeted population in terms of Scheduled Caste, Scheduled Tribe, Minorities, and other vulnerable households in forming Self-Help Groups in Bihar. All BPIUs are playing very instrumental role in identifying target households, taking targeted households into SHGs and declaring village saturation as per office order (Ref. BRLPS/Project/728/14/4308 dated 27.02.15 and BRLPS/Project/728/14/410 dated 02.05.17).

In the last few months, almost all BPIUs have celebrated 'SHG formation day' for increasing the pace of SHG formation. Recently, BRLPS has also started Satat Jeevikoparjan Yojna (SJY) for promoting Livelihoods of ultra-poor households after including them. Under multiple strategies of including target households, special day for SHG formation, ultra-poor households, and village saturation have included more than 95.5 lakh rural households into 8.16 lakh SHGs covering 36158 villages/ hamlets and 7946 panchayats as on Oct.'18. The average membership is 11.6 SHGs. For quality intervention, it is important to reiterate to maintain membership of 12-15 in each SHG.

Based on learning, it is important to give prime focus on covering un-entered villages/ habitations, timely inclusion of SC/ ST/ Minorities/ Vulnerable/ Ultra-poor households into SHGs and declaring saturation of villages, panchayats, blocks, and districts with the formation of SHGs. For ensuring this, three fold strategies have been reiterated as follows:

#### 1. For Un-entered Villages

- a. All BPIUs field staffs will need to mandatory make village entry in the remaining un-entered villages in two phases (Nov.-Dec., '18 and Jan.-Feb.'19) adopting following strategies:
  - It is mandatory for all field staffs (CCs/ACs) to make village entry for proper targeting and forming at least two new SHGs before the CRP drive. During village entry and mobilization, all field staffs will primarily focus on including SC/ ST/ Minorities/ Vulnerable households into SHG fold. The average membership in each SHG should be 12-15. **The first two SHGs formed by field staffs in each un-entered villages will act as reference SHGs for CRP teams.**
  - During initial social mobilization in the villages, all field staffs will conduct social mapping exercise depicting SC/ ST/ Minorities/ vulnerable households and develop village profile including details of targeted households (in numbers).
  - The concern field staff will submit the social map/ village profile to concern BPIU.
  - Based on targeting (*social mapping/ village profile*), the concern BPIU will deploy CRP teams for SHG formation (*priority should be given to villages having high concentration of SCs/ STs/ Minorities/ vulnerable HHs*).
- b. All potential BPIUs will take support of internal CRP teams for forming SHGs in the un-entered villages' at least in two phases (Nov.-Dec.' 18 and Jan.-Feb.'19). All deployed CRP teams will cover at least 2-3 villages and will ensure inclusion of all target households (SC/ ST/ Minorities/ Vulnerable) within stipulated time period.

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## 2. Through formed Village Organisation

Reiterating the saturation approach, a joint effort needs to be adopted by field staffs, community professionals, and VO for including left-out HHs into existing SHGs or into new SHGs.

- a. For this, all formed VOs till March'17, should generate a list of left-out households (as per operational area: ward/ village) with their proper reason of exclusion through their formed Social Action Committee (SAC)/ Community Professionals (CM/ VO BK) in the month of Dec.-Jan.'19.
- b. Reiterating incentive support to community mobiliser (*Project IBCB/ 1042/ 16/ 277 dated 03.05.18*) for forming new SHGs, concern Community Mobilisers will get an incentive of Rs. 200 per SHG after submission of SHG profiles.
- c. All SHGs leaders (Office Bearers of SHGs) will also dedicate their time in their tola/ village in identifying the left-out HHs and their inclusion in the existing SHGs.
- d. In the monthly meetings, all VOs will review their SAC/ CM/ VO BK for inclusion status of left-out HHs into existing SHGs or in the newly formed SHGs.
- e. All VOs need to maintain the average SHGs of 15-20.

## 3. Through Village and Panchayat Saturation

For ensuring saturation of village in terms of forming SHGs, each VO will generate list of including target households and left-out households (with specific reasons). Based on generated list VO will declare saturation in terms of forming SHGs in their operational area (wards/ villages). Based on saturation list generated by all VOs, the concern panchayat will declare its saturation after proper ratification in the Gram Sabha. Only one panchayat saturation certificate will be released from each panchayat (*as per attached format*). In addition to this, all VOs will declare and update their membership/ saturation in their Annual General Meeting (AGM) in every financial year. The process of generating list of including target households and declaring saturation of its operational area will also be applicable by the formed VOs under federations (WDC-JEEVIKA).

DPCUs may conduct special CRP round of SHG CRP teams for validating panchayat saturation in terms of including all target households into SHGs. Similarly, block(s) will declare it saturation with the saturation of all panchayats in a formal meeting at block/ district level. A formal meeting will be organised by inviting all VO representatives, Block Development Officer, Panchayat representative, Block Project Manager, Block Mentor, and District Project Manager for official declaration of block/district saturation. Each BPIU can do maximum expenditure of Rs. 10,000 for organising this event at block/ district level.

## 4. Help-Desk Strategy (at BPIU and DPCU)

For dedicated and timely facilitation support, 'Help-Desk' comprises of 2-3 community professionals (Community Resource Person/ Community Mobiliser having at least 2 years of working experience with JEEVIKA) need to be placed at BPIU level. The concern BPMs need to ensure separate sitting and required necessary arrangement for the members of Help-Desk at BPIU. Before seeking support from selected community professionals as members of Help-Desk concern BPIU need to ensure selection/ replacement of suitable community mobilisers.

All members of 'Help-Desk' will be paid on monthly basis as per the provision of internal CRP policy. As a team, members of Help-Desk will ensure the following tasks:

- a. Follow-up with VO leaders and CM/ VO BK for ensuring listing of target/ left-out households and saturation of villages/ panchayats.
- b. Daily follow-up with the internal CRP teams (during CRP round) for ensure proper village entry, SHG formation and submission of SHGs' profiles at BPIU.
- c. Escalation of operational issues (if any) up to BPM for its timely solution.
- d. Compilation of data and reporting to BPM.

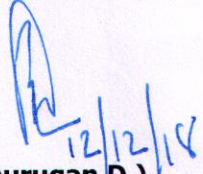
Similarly, as required by the BPIU team, timely facilitation support of concern Manager-M&E/ In-charge and ICB Manager/In charge supported by one Office Assistant are required at DPCU level. As a team, members of district facilitation team will ensure the following tasks:

- a. Follow-up with BPMs for timely village entry, SHG formation, submission of SHGs' profiles and updating of membership in SHG profile in the MIS.
- b. Follow-up for saturation of villages/ panchayats.
- c. Daily follow-up with the 'Help-Desk' at BPIU level (during CRP round) for ensure proper village entry, SHG formation and submission of SHGs' profiles through internal CRP teams at BPIU.
- d. Compilation of data and reporting to SPMU.

#### 5. Updating in MIS

All BPIUs should ensure timely updating of member's details in existing SHGs and profile of newly formed SHGs in the MIS. For this, all BPIUs need to take print out of existing SHG profile from the MIS and circulate it to the Community Mobilizers through their VOs for members' updating. The concern field staffs need to collect the SHG profiles (with members' details), details about **ZERO/ LESS THAN TEN memberships in SHGs** and submit it to the BPIUs for MIS updating. All BPMs need to review and ensure timely updating of MIS.

All BPMs, Block Mentors, and DPMs are directed to review timely inclusion of SCs/ STs/ Minorities and vulnerable households into SHGs and ensure saturation status of villages, panchayats and block(s) on **PRIORITY** basis. The printing of formats will be done at the block level. All DPCUs need to send a compiled status of formed SHGs and saturation of villages, panchayats, and blocks as per proposed plan (annexure) on weekly basis to the SPMU.

  
12/12/18  
(Balamurugan D.)

Chief Executive Officer-cum- State Mission Director

#### Annexure:

1. Proposed Plan for SHG formation.
2. Household Listing Format.
3. Format for panchayat saturation certificate.

#### Copy to:

1. All DPMs/FMs/Manager-IBCB/Thematic Managers/ TOs/BPMs.
2. All PCs/SPMs/SFMs/PMs/AFMs.
3. OSD/Director/CFO/AO/PS/PO.
4. IT Section.
5. Concerned file.

Household Listing (VO Level)											
पंचायत का नाम											
गांव/ टोला			जिला								
ग्राम संगठन (VO) का नाम			प्रखण्ड								
			सी. एल. एफ (CLF) का नाम								
क्र	वार्ड न०	गृह संख्या	सदस्य का नाम	पति/पिता का नाम	कोटि (अनुसूचित जाति/जनजाति, पिछड़ा, अत्यंत पिछड़ा मुस्लिम, सामान्य एवं अन्य )	समूह सदस्य (हाँ/नहीं)	प्रवर्तक एजेंसी (SJSY, WDC, JEEVIKA, प्रियदर्शिनी)	समूह का नाम	टिप्पणी	छूटे घरों को जोड़ लिया गया (हाँ/नहीं)	अंतिम अभियुक्ति
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ग्राम संगठन के पदधारियों के हस्ताक्षर

वार्ड सदस्य का नाम एवं हस्ताक्षर

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पंचायत संतुष्टता के सम्बन्ध में

उपरोक्त विषय के आलोक में बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति (जीविका) द्वारा संपोषित ..... ग्राम संगठनों के अंतर्गत ..... पंचायत के ..... गाँवों/बसावटों में कुल ..... परिवारों से ..... लक्षित परिवारों (..... प्रतिशत) के प्रतिनिधि को ..... स्वयं सहायता समूहों में जोड़ा गया है 1 जोड़े गए लक्षित परिवारों में कुल ..... (SC); ..... (ST); ..... (OBC); ..... (MINORITY); एवं ..... (GEN) श्रेणी के परिवार शामिल हैं 1 लक्षित परिवारों में कुल ..... दिव्यांगो/अत्यंत गरीब (Ultra-poor) (..... प्रतिशत) को भी स्वयं सहायता समूहों में जोड़ा गया है 1

तत्काल कोई लक्षित परिवार स्वयं सहायता समूह से जुड़ने से वंचित नहीं है 1 इस काम की संपुष्टि पंचायत प्रतिनिधियों द्वारा ग्राम सभा (दिनांक : ..... ) में सर्वसम्मति से कर लिया गया है 1

अतः उपरोक्त जानकारी के अनुसार ..... पंचायत को सर्वसम्मति से संतुष्ट घोषित किया जाता है 1

(पंचायत मुखिया)

अनुलग्नक: (1) ग्राम संघटन द्वारा पंचायत संतुष्टता उद्घोषणा पत्र

**SHG FORAMTION PLAN till MARCH'19**

Sl.	District	SHGs till March'18	SHGs till Sept.'18	Total no. of SHGs entered in MIS	Zero member SHGs	Less than 10 Member SHG	No of un-entered Village	No of left-out HHs in un-entred villages	No. of Vos (till March'17)	No. of SHGs formed through VO's	No of SHGs to be formed thorough CRP Teams	SHGs to be formed by Staff and Cadre in un-entered village	Total SHGs to be formed
1	Araria	16003	16685	16978	132	31	168	93550	758	379	1800	5996	8358
2	Arwal	6313	6518	6718	40	1	6	773	337	169	0	64	292
3	Aurangabad	17558	18244	18880	8	1	198	17665	850	425	450	1022	2101
4	Banka	15846	17571	18540	128	5	88	9619	712	356	300	502	1267
5	Begusarai	22091	22673	22014	1469	107	28	12906	1155	578	900	176	1767
6	Bhagalpur	22204	22918	23412	775	16	108	20121	1118	559	780	897	2373
7	Bhojpur	14558	15026	15310	290	41	100	20373	684	342	900	798	2145
8	Buxar	10645	11272	11021	64	5	19	845	503	252	0	70	418
9	Darbhangha	27996	28516	28453	151	97	35	9779	1356	678	750	65	1729
10	Gaya	37512	38039	36983	1369	154	119	14112	2430	1215	0	1176	2450
11	Gopalganj	20409	21333	21109	50	4	92	6640	1078	539	120	433	1211
12	Jamui	14201	14802	15029	7	4	224	11547	836	418	180	782	1471
13	Jehanabad	9320	9826	9750	14	0	30	2712	487	244	0	226	538
14	Kaimur	12837	13389	12306	6	0	118	7069	496	248	0	589	942
15	Kathiar	25531	26280	26207	222	52	310	50885	1202	601	2100	2140	5016
16	Khagaria	19230	19585	16968	36	1	5	776	1319	660	0	65	747
17	Kisanganj	10561	10977	12171	38	2	111	29320	504	252	900	1543	2810
18	Lakhisarai	6635	6918	6946	0	0	8	1135	306	153	0	95	320
19	Madhepura	21458	21829	20571	12	1	5	1212	1301	651	0	101	853
20	Madhubani	41467	42012	36729	133	2	27	5849	2106	1053	360	127	1622
21	Munger	11072	11455	10240	0	0	26	5442	526	263	0	454	784
22	Muzzafarpur	43508	44216	44211	148	4	68	10803	2761	1381	420	480	2445
23	Nalanda	26707	27023	25525	91	51	6	325	2061	1031	0	27	1076
24	Nawada	19626	20428	19951	36	7	5	308	1061	531	0	26	628
25	Paschimi Champaran	30081	31131	31608	52	7	77	15586	1498	749	750	549	2276
26	Patna	28555	29559	29825	252	61	33	6956	1465	733	300	280	1500
27	Purbi Champaran	42412	43961	40152	192	49	77	37936	1982	991	2400	761	4347
28	Purnea	30985	31781	29610	37	6	17	1110	1916	958	0	93	1141
29	Rohtas	19596	20153	20292	1	2	51	5158	946	473	120	310	1084
30	Saharsa	17963	18358	17969	213	5	9	5417	1186	593	360	91	1094
31	Samastipur	32258	33898	36069	1	4	114	27637	1913	957	1800	503	3443
32	Saran	21668	22043	21055	339	47			972	486	0	0	646
33	Sheikhpura	4503	4673	4862	7	4	1	52	300	150	0	4	185
34	Sheohar	6079	6224	6172	38	3	1	65	305	153	0	5	211
35	Sitamarhi	23790	24398	24967	79	35	23	7191	999	500	540	59	1366
36	Siwan	18585	19496	20081	148	41	326	75489	615	308	4500	1791	6840
37	Supaul	20826	21585	21821	99	33	74	23087	1239	620	1380	544	2651
38	Vaishali	21003	21519	22475	194	88			1007	504	0	665	
	<b>Total</b>	<b>791592</b>	<b>816314</b>	<b>802980</b>	<b>6871</b>	<b>971</b>	<b>2707</b>	<b>539450</b>	<b>42290</b>	<b>21145</b>	<b>22110</b>	<b>22844</b>	<b>66099</b>