



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



1st Floor, Vidyut Bhawan-II, Balliey Road, Patna – 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250-4960; e-mail : info@brlp.in; Website : www.brlp.in

Ref No.: BRLPS/Project-M&E-SLY/1373/18/ 18.

Date:- 21.08.2018

Revised Guideline for Selection of Ultra-Poor Households under the Satat Jeevikoparjan Yojana (SJY) by Village Organization (VO)

Keeping in view the need for a differential, intensive strategy for developing sustainable livelihoods for Ultra-poor and highly vulnerable households, Govt. of Bihar has approved the Satat Jeevikoparjan Yojana-SJY (सतत जीविकोपार्जन योजना) covering 100,000 ultra-poor households through a customized ultra-poor graduation approach. The objective of the scheme is to empower "ultra-poor households traditionally engaged in production, transportation and sale of country liquor / toddy and ultra-poor households from SC/ST and other communities through diversification of livelihoods, capacity building and improved access to finance."

The approach combines complementary approaches—the transfers of productive assets, training, livelihood gap assistance and regular handholding—into one comprehensive program that may help spur a sustainable transition to employment/income generating activities. The idea is to provide a big push, over a limited period, with the hope of unlocking the poverty trap. Bihar Rural Livelihoods Promotion Society (BRLPS-JEEVIKA) under the aegis of Rural Development Department, GoB has been designated as the nodal implementation agency for SJY. This office order details the process of identification of ultra-poor households as potential beneficiaries of the program.

1. Identification Approach for Ultra-Poor Households

The Ultra Poor (UP) HHs identification is participatory (*involves all the village members*), transparent (*the decision process is public*), thorough (*includes household visit checks*) and community owned (*the community institution of the VO will endorse the final selection*). The intensive approach in the identification of the targeted HHs should be initiated in the selective wards to ensure that the poorest of the poor who are able to manage the assets are accurately selected to receive the intensive support under SJY program, and that there is local agreement on this, and local support for the beneficiaries to succeed in managing the asset and generating more income. Trained JEEVIKA CRP (Community Resource Persons) teams will facilitate the participatory identification process in all wards of Bihar; with a typical identification cycle for each ward (80-120 households) to be completed in a 5-day process.

The overall steps for identification process to be facilitated by the CRP teams are as follows:

1. Participatory Rural Appraisal (PRA):

- a. **Rapport building:** The first day of the CRP round shall involve transect walks and rapport building exercises by the CRP team in the village, inviting villagers to attend the social mapping exercise. This will also allow CRP teams to identify high poverty pockets within the village to do accurate social mapping. The CRP team will have initial consultation and orientation with the local JEEVIKA VO to orient the community members about the objectives of SJY and the process of PRA. In cases where SJY-Master Resource Persons (MRPs) are present in nearby panchayats, MRPs will also take part in these community consultation and orientation.
- b. **Social mapping:** After rapport building, the CRP teams along with local MRP will facilitate social mapping exercise, wherein village households will be involved in mapping every household within the ward along with natural resources and features within the village. Participation of villagers shall ensure that each household is mapped with attention to include those on the margins. Initially, the social mapping exercise will be carried out in SC/ST dominant wards (80-120 households). In densely

populated wards (More than 120 households), more than one PRA exercise may also be conducted on need basis to ensure effective participation. The social mapping exercise will result in a comprehensive household listing at ward level.

- c. **Identification Ultra-poor Household:** Referring to the household list generated through social mapping, the CRP team will facilitate participatory wealth ranking wherein villagers will categorize households in terms of wealth and identify the ultra-poor households. Using this system, the villagers are involved in defining relative poverty and separating the moderate-poor from the ultra-poor. After identification the CRP team will prepare a list of identified ultra-poor households (*Annexure 1-Target household listing format*).
2. **Household Survey:** following the PRA and identification of ultra-poor, the CRP team will conduct survey visits to each household listed in the Annexure 1. The survey form (Annexure-2) will be used as means of verification regarding the household's overall poverty status, assets, income, and the ability of the female member of household to join SHG. The ultra-poor households listed in Annexure -1 will also be kept with the VO.
 3. **Village Organization Oversight and Endorsement:** Finally, those households identified in the PRA, and verified as ultra-poor will be presented at a VO meeting, wherein the VO members can collectively veto any potentially erroneous inclusion if they have information that the included household is not in the ultra-poor category. The VO oversight is necessary, as a check to ensure those beneficiaries selected for the SJY are the very poorest, and to ensure those in ultra-poverty have not been left out of this list. The VO can also collectively propose additional household/s to be included in the final list of the ultra-poor. In such cases, the CRP team will undertake needful household verification for such households to ensure adherence to criteria for inclusion. After VO Endorsement process the CRP team will prepare the final list of identified ultra-poor households (*Annexure 3-VO Endorsement format*).
 4. **BPIU confirmation on the Endorsement:** After the endorsement of the beneficiaries as targeted HHS under SJY by the Village Organisation, the BPIU within 15 days of the endorsement of the beneficiaries should do a final check to ensure those beneficiaries selected for the SJY are the very poorest and to be considered as the targeted HHS. The BPIU should organize a VO meeting only if the BPIU finds that the selection of any of the targeted HHS is to be reconsidered. The process will focus primarily on removing the selection errors, if any, happened during the CRP rounds. No additional inclusion of the new Households is to be made by the BPIUs. If the BPIU fails to do the final check within the stipulated days, the selection of beneficiaries done by CRP and endorsed by VO will be considered as final beneficiary list under Satat Jeevikoprajan Yojana.

2. Village Organization Orientation of the Yojana

The Village Organization (VO) leaders, concerned Community Mobilisers and Book Keepers (BKs) will be provided with a one-day orientation on the SJY identification process, which will focus on the policy purpose of identifying the poorest of the poor who are left out of the mainstream are not able to fully realize benefits of SHG ecosystem due to extreme-poverty, and highlighting where their support for these households could be helpful. The training will also provide an orientation to the specific task that the VO will be responsible for (*i.e. reviewing a household list to determine ultra-poor status*), and practical exercises to familiarize them with the procedure.

The oversight of the VO will ensure the selection of beneficiaries is accurate and will eventually encourage a longer-term local support system for SJY beneficiaries, to graduate out of ultra-poverty. *Annexure-5: overview content that each VO orientation should cover.*

In newly entered blocks for SJY where no existing MRPs are present, the visiting CRP teams will undertake the initial orientation of the VO on the first day of the CRP round. In locations where trained MRPs are present in the same/adjacent Panchayat/Cluster, the MRPs will lead the process of VO leader's



orientation prior to the CRP round, under the leadership of the Block Project Manager (BPM). However, even in VOs where leaders have undergone orientation, the visiting CRP team will undertake initial orientation meeting with the VO on day-1 of CRP round.

Roles and Responsibilities:

1. The BPM will be responsible for issuing the dates for the training and arranging the venue and refreshments, and for allocating budget for these. The BPM will also instruct for VOs to be formed where they have not been formed yet.
2. The MRPs will be responsible for contacting VO members personally to remind them to attend the orientation training. After the first three trainings in each block, the MRPs will be responsible for leading the VO orientations.

In addition to these activities, the formation of new VOs must also be carried out in areas where they do not exist. The BPMs are responsible for coordinating with concerned ACs and CCs to ensure that the formation of a sufficient number of VOs happen, prior to the completion of these VO orientations. Approximately two members per VO will attend, along with one CM and one BK. To facilitate proper communication of material, the trainings will be limited to 40 participants.

Orientation key points:

- *Attendance:* VO leaders to attend orientation (President and/or Secretary)
- *Content:* an overview of the SJY process of identifying the poorest of the poor. There will be no mention of anyone being provided any grants/loans.
- *Purpose:* is twofold: 1. To inform VOs that they will be part of the SJY selection process, and 2. To sensitize VOs on their potential role in supporting those who have been left out.

3. Village Organization Endorsement of SJY Beneficiaries

Before the VO selection meeting:

1. After the VO orientation, the VO members who attended this orientation will be responsible for actively communicating the purpose and content of the meeting to other VO members prior to the next VO meeting. In addition, the attendees are responsible for officially placing the 'Identification of Ultra-Poor Households under SJY' as special agenda item to be covered during the next meeting.
2. The CRPs/ MRPs should survey all the eligible Households and following action to be taken by the CRPs/MRPs after the completion of survey :-
 - The survey form to be sorted out in two groups: - selected and not selected Households under the SJY.
 - Mention the reasons for selection and not selection on the form and duly sign the same.
 - Clearly mention "Yes" the Households is ultra-poor and the HHs should definitely be endorsed based on selection criteria.
3. All households where the household survey was conducted, should be informed of the VO endorsement meeting date and should be encouraged to attend.
4. If the VO is serving as a nodal VO for the purpose of SJY endorsement, VO members should invite leaders from that community to participate in the endorsement meeting.

During the VO Meeting:

The CRP team will provide an overview of the household verification survey. Before starting the endorsement exercise, the MRP/CRP will lead the group through two possible examples, as a *demonstration or how households should be assessed*: one for a "Yes" household and one for a "No" household. They should ask the VO members for their opinion on each case.

After a thorough introduction, the CRPs/ MRPs will *present a short summary of results of the household verification survey* conducted for each household falling within the concerned VO's purview where the household verification survey was conducted. The households will be presented in three categories to simplify the decision-making process:

1. Households where the survey was completed and results confirmed ultra-poor status,
2. Households where the survey was not completed due to unavailability of the respondent.
3. Households where the survey definitively revealed that the household is not ultra-poor.

The VO members should review the information presented in detail. They can collectively veto any selection they find inaccurate, where the household is not one of the poorest of the village, or where the female head of the household is not eligible to join SHGs. Every effort should be made to complete the identification process within the meeting itself.

In the rare cases that VO members would like to visit any of the households to verify the survey data, they should do this within two days of the endorsement meeting. However, these visits are not mandatory, and only for circumstances when the selection is disputed and requires a second check.

When a VO strongly believes that a household has been left out of the list, they may request to have the household considered. If any households are added, these must first be verified via the household verification survey process before being considered for VO endorsement. Addition of new households should only be considered only in exceptional circumstances. Facilitators should make sure to emphasize that great care was taken during the PRA process to include all households from the outset.

During the meeting, the facilitator should allow the VO members to independently ascertain how many households on the list are ultra-poor. They should not try to dictate that only a certain percentage should be endorsed. It is important to identify all households that meet the criteria and rejects all HHs if not meeting the criteria.

Once all present members are in agreement, everyone should sign the list confirming that this is the final list of ultra-poor households, in the format filled by the CRP/ MRP. The VO office bearers should sign this list, confirming that the process was presented at the VO meeting. The households on these lists will be considered as potential participants in the SJY program.

Multiple Meetings within a VO

If a VO is representing multiple wards, one endorsement meetings should be held for all wards. But CRP team will conduct ward-wise PRA. VO will ensure that endorsement of the targeted household is based on the said criteria.

Note on Selection Criteria

Categorization of the household surveys into three groups (Yes, Maybe and No), should be done based on the original selection criteria mentioned in the household survey form. This includes the three mandatory criteria and the 12 optional criteria. Whenever a household is endorsed or rejected, the CRP/ MRP should write a comment in the format in *Annexure2* explaining why the decision was made, mentioning the relevant criteria. This detailed documentation is essential to check that the endorsement process is without bias.

Expenses and Budgetary Provisions

One PRA exercise will be usually conducted for 80-120 households. In the PRA exercise, expenses related to stationary (*brown paper, cards, sketch pen, marker, ink pad, stapler, chart paper, register,*

rubber bands, powder colour and other materials) which is Rs.200/- per PRA will be given from the project.

- The Budget Head for this Expense is Sub component A1 (*Institution Building- Support for SHGs formation & Mobilization*) of Component 1 (*Community Investment development*) of BTDP.
- All materials need to be arranged from the BPIU.
- All the stationary which will be purchased must be recorded in stock register.

Internal PRA Supporting Cadres

These will be local CM/ Book-keeper/MRP who will assist CRP team in conduction of PRA and other tasks. Their duties summarize following handholding activities such as, rapport building, gathering of community members, supporting in documentation and household (HH) survey. For this task, Rs. 100/- per PRA will be paid to such Internal PRA supporting cadres. The cumulative incentives for such CMs/ Bookkeepers for this supporting roles will be added in their monthly honorarium sheets.



(Balamurugan D.)

Chief Executive officer-Cum-State Mission Director

Enclosure:

1. Annexure: 1 to 5.

Copy to:

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



जीविका द्वारा सतत जीविकोपार्जन योजना के तहत परिवार सर्वेक्षण प्रश्नावली

A. मूलभूत जानकारी

सर्वेक्षण का तारीख	
परिवार के मुखिया का नाम	
गाँव का नाम	
वार्ड संख्या	
पंचायत का नाम	
प्रखंड का नाम	
जिला का नाम	
ग्राम संगठन का नाम	

B. उत्तरदाता के बारे में जानकारी

1. उत्तरदाता का नाम : _____

2. उत्तरदाता की आयु : _____

3. उत्तरदाता का लिंग :

पुरुष	<input type="checkbox"/>	महिला	<input type="checkbox"/>	अन्य	<input type="checkbox"/>
-------	--------------------------	-------	--------------------------	------	--------------------------

 कृपया सही (✓) का चिन्ह लगायें

4. परिवारों के सदस्यों की संख्या:

व्यस्क पुरुष	<input type="checkbox"/>	वयस्क महिला	<input type="checkbox"/>	बच्चे	<input type="checkbox"/>	लड़का:	<input type="checkbox"/>
						लड़की:	<input type="checkbox"/>

5. परिवार में कमाने वाले सदस्यों की संख्या :

पुरुष	<input type="checkbox"/>	महिला	<input type="checkbox"/>
-------	--------------------------	-------	--------------------------

 कृपया सही (✓) का चिन्ह लगायें

6. पारिवारिक विवरणी :

क्र. सं.	परिवार के सदस्य का नाम (बड़े से छोटे उम्र के क्रम में)	आयु	व्यवसाय	मासिक आय ₹	टिप्पणियां

(Handwritten signature)



क्र. सं.	परिवार के सदस्य का नाम (बड़े से छोटे उम्र के क्रम में)	आयु	व्यवसाय	मासिक आय ₹	टिप्पणियां

नोट: यदि यहाँ तक की जानकारी प्राप्त करने तक परिवार की कोई भी महिला कार्य करने योग्य एवं समूह से जुड़ने लायक नहीं पाए जाती है तो सर्वेक्षण कार्य उचित कारण देते हुए समाप्त करे। अन्यथा लक्षित महिला लाभार्थी की श्रेणी में पाए जाने की स्थिति में आगे की जानकारी प्राप्त करने के लिए निम्नलिखित प्रश्नावली को भरें।

C. लक्षित परिवार (महिला समूह से जुड़ी हैं / जुड़ने योग्य है) के संबंध में जानकारी

1. महिला का नाम : _____

2. महिला की आयु : _____

3. जन्म तिथि (दस्तावेजी साक्ष्य के अनुसार) : _____

4. वैवाहिक स्थिति : विवाहित अविवाहित विधवा
कृपया सही (✓) का चिन्ह लगायें

तलाकशुदा विवाहित लेकिन पति के साथ नहीं रहती

5. पति/पिता का नाम : _____

6. शैक्षणिक योग्यता: (कृपया सही (✓) का चिन्ह लगायें)

निरक्षर	हस्ताक्षर साक्षर	प्राथमिक	मैट्रिकुलेशन (10 th पास)	उच्च माध्यमिक (10+2 पास)	स्नातक	स्नातकोत्तर

7. जाति श्रेणी: अनुसूचित जाति (SC) अनुसूचित जन जाति (ST) पिछड़ा जाति (BC)

अत्यंत पिछड़ा जाति (EBC) अल्पसंख्यक (Minority) सामान्य (Gen.)

8. उत्तरदाता महिला किसी स्वयं सहायता समूह (SHG) का सदस्य है : हां नहीं

9. यदि हां, तो स्वयं सहायता समूह (SHG) का नाम : _____

10. स्वयं सहायता समूह (SHG) में भागीदारी : नियमित अनियमित

11. स्वयं सहायता समूह (SHG) से ऋण लिया गया है : हां नहीं

12. बकाया ऋण की राशि : _____

13. ऋण का उद्देश्य : _____

D-लक्षित परिवारों को चयन करने का जाँच प्रतिवेदन

लक्षित परिवार की परिभाषा : सतत जीविकोपार्जन योजना के तहत देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री में पारम्परिक रूप से जुड़े अत्यंत निर्धन परिवार एवं अनुसूचित जाति, जनजाति एवं अन्य समुदायों के लक्षित अत्यंत निर्धन परिवारों को शामिल किया जायेगा।

(क) अनिवार्य मापदंड: अत्यंत निर्धन परिवारों का चयन तब होगा जब वे तीन अनिवार्य मापदंडों को पूरा करते हैं।

क). चयन के लिए, सभी अनिवार्य मापदंड पूरे करने हैं :-											
(क) देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री में पारम्परिक रूप से जुड़े अत्यंत निर्धन गरीब परिवार				(ख) अनुसूचित जाति, जनजाति समुदायों के अत्यंत निर्धन गरीब परिवार				(ग) अन्य समुदायों के अत्यंत निर्धन गरीब परिवार			
क्र.सं.	मापदंड	हाँ	नहीं	क्र.सं.	मापदंड	हाँ	नहीं	क्र.सं.	मापदंड	हाँ	नहीं
1 (a)	परिवार के सदस्य देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री में पारम्परिक रूप से जुड़े थे			2 (a)	अनुसूचित जाति एवं जनजाति से परिवार है			3 (a)	परिवार का प्रमुख पुरुष अक्षम या कार्य करने में असमर्थ है		
1 (b)	परिवार में आय का एकमात्र श्रोत केवल देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री से था एवं वर्तमान में कोई स्थायी आय का श्रोत परिवार को उपलब्ध नहीं है			2 (b)	परिवार का प्रमुख पुरुष अक्षम या कार्य करने में असमर्थ है			3 (b)	परिवार में मुख्य पैसा कमाने वाली व्यक्ति महिला है		
1 (c)	परिवार का मासिक आय (₹ 3000 से कम है)			2 (c)	परिवार का मासिक आय (₹ 3000 से कम है)			3 (c)	परिवार का मासिक आय (₹ 3000 से कम है)		

(ख) वैकल्पिक मापदंडो: अत्यंत निर्धन गरीब परिवारों का चयन तब होगा जब निम्न बारह वैकल्पिक मापदंडों में से सात में नहीं आता है।

क्र.सं.	ख) नीचे दिए गए मापदंडों में से चयन के लिए 7 में "नहीं" अनिवार्य है :-	हाँ	नहीं
1	परिवार के किसी भी सदस्य को पिछले 15 दिनों में मजबूरन भूखा नहीं रहना पड़ा है		
2	परिवार के किसी भी सदस्य ने एक से ज्यादा बार 5000 रुपये से अधिक का औपचारिक श्रोतों से ऋण (MFI एवं बैंक से) लिया है		
3	परिवार के पास 5 कट्टा या उससे अधिक की खेती लायक ज़मीन है जिसका उपयोग स्वयं कर रहे है		
4	परिवार का कोई भी सदस्य आय अर्जित करने के लिए 5000 रुपये से अधिक मूल्य की उत्पादक सम्पत्ति का मालिक है और उसका उपयोग कर रहा है		
5	परिवार के पास कम से कम दो सरकारी योजनाओं का लाभ पिछले तीन महीनों से लगातार पहुँच रहा है (पेंशन,मनरेगा एवं जन वितरण प्रणाली)		
6	परिवार के पास अपना पक्का मकान (छत एवं दिवार) है		
7	परिवार के बच्चे अधिकांश दिन स्कूल जा रहे हैं		
8	परिवार के पास आय का एक से अधिक श्रोत है		
9	परिवार किसी भी संगठन से जुड़ा है और उसके बैठक में पिछले तीन महीने से लगातार उपस्थित हो रहा है		
10	परिवार के द्वारा पिछले तीन महीनों से लगातार बचत किया गया है (स्वयं सहायता समूह के अंतर्गत किये गए बचत के अलावा)		
11	परिवार के घर शौचालय है और उसका उपयोग कर रहा है		
12	परिवार का कोई भी सदस्य बाहर कमाने गया है तथा पिछले तीन महीनों में लगातार घर में पैसा भेज रहा है		

E. सी०र०पी टीम के द्वारा टिप्पणी:

सी०र०पी का नाम: हस्ताक्षर:

सी०र०पी का नाम: हस्ताक्षर:

सी०र०पी का नाम: हस्ताक्षर:

F. सर्वेक्षण किया गया परिवार (लाभार्थी):

चयनित

अस्वीकृत

कृपया सही (✓) का चिन्ह लगायें

G. अनुमोदक (ग्राम संगठन) की टिप्पणी : (चयन / अस्वीकृति का कारण)

ग्राम संगठन के सचिव का नाम :

तारीख के साथ हस्ताक्षर :

नोट: अत्यंत निर्धन परिवारों के चयन के लिए दिशानिर्देश: -

1. अनुभाग डी.ए (D. क्र) के तहत सभी तीन अनिवार्य मापदंड को भरना आवश्यक है।
2. अनुभाग डी.बी (D. ख) के तहत चयन के लिए 12 मापदंडों में से चयन के लिए '7' में 'नहीं' होना अनिवार्य है ।

**ग्राम संगठन द्वारा सतत जीविकोपार्जन योजना के तहत लक्षित परिवारों की सूची**

ग्राम संगठन का नाम :

तारीख:

ग्राम:

वार्ड संख्या :

पंचायत:

प्रखंड:

ज़िला:

क. लक्षित परिवारों की संख्या

विवरण	संख्या
कुल परिवारों की संख्या जिनका प्रथम सूची में नाम आया (अनुलग्नक-1)	
सर्वेक्षण योग्य परिवारों की संख्या	
सर्वेक्षण में शामिल परिवारों की संख्या	
सर्वेक्षण के बाद चयनित परिवारों / लाभार्थियों की संख्या	
सत्यापन की बाद कुल लक्षित परिवारों की संख्या (अंतिम सूची)	

ख. लक्षित परिवारों की सूची

क्र. सं.	लक्षित परिवार का नाम (महिला लाभार्थी)	पिता/ पति का नाम	जाति श्रेणी (अ०जा०, अ०जन०जा०, पि०जा०, अ०पि०जा०, अल्पसंख्यक एवं सामान्य)	लक्षित परिवारों की विवरणी			कितने मापदंड में नहीं लिखा गया है (अनुलग्नक 2: D. ख के वैकल्पिक मापदंडों के अंतर्गत)
				देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री में पारम्परिक रूप से जुड़े अत्यंत निर्धन गरीब परिवार	अनुसूचित जाति, जनजाति समुदायों के अत्यंत निर्धन गरीब परिवार	अन्य समुदायों के अत्यंत निर्धन गरीब परिवार	



क्र. सं.	लक्षित परिवार का नाम (महिला लाभार्थी)	पिता/ पति का नाम	जाति श्रेणी (अ०जा०, अ०जन०जा०, पि०जा०, अ०पि०जा०, अल्पसंख्यक एवं सामान्य)	लक्षित परिवारों की विवरणी			कितने मापदंड में नहीं लिखा गया है (अनुलग्नक 2: D. ख के वैकल्पिक मापदंडों के अंतर्गत)
				देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री में पारम्परिक रूप से जुड़े अत्यंत निर्धन गरीब परिवार	अनुसूचित जाति, जनजाति समुदायों के अत्यंत निर्धन गरीब परिवार	अन्य समुदायों के अत्यंत निर्धन गरीब परिवार	

हमारा ग्राम संगठन जिसका नाम, ग्राम यह सत्यापित करता है की उपर लिखे परिवार अत्यंत गरीब है ओर उन्हें ग्राम संगठन एवं परियोजना द्वारा सहयोग दिया जायेगा तथा आने वाले तीन महीनो में उन्हें स्वयं सहायता समूह से जोड़ लिया जाएगा ।

क्र.सं.	नाम	पद नाम	हस्ताक्षर	ग्राम संगठन का मोहर एवं सचिव का हस्ताक्षर
1		सचिव		
2		अध्यक्ष		
3		कोषाध्यक्ष		
4		उपसचिव		
5		उपअध्यक्ष		

जीविका द्वारा सतत जीविकोपार्जन योजना के तहत अत्यंत निर्धन परिवारों का लक्ष्यीकरण
संक्षिप्त रिपोर्ट
 रिपोर्ट की तारीख:

ज़िला:

प्रखंड:

पंचायत:

ग्राम:

ग्राम संगठन का नाम:

क्र. सं.	पंचायत का नाम	ग्राम संगठन का नाम	वार्ड संख्या	कुल परिवारों की संख्या जिनका प्रथम सूची में नाम आया (अनुलग्नक-1)	सर्वेक्षण योग्य परिवारों की संख्या	सर्वेक्षण में शामिल परिवारों की संख्या (अनुलग्नक-2)	सर्वेक्षण के बाद चयनित परिवारों की संख्या	VO के सत्यापन के बाद कुल लक्षित परिवारों की संख्या (अनुलग्नक-3)	देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री में पारम्परिक रूप से जुड़े अत्यंत निर्धन गरीब परिवार	अनुसूचित जाति, जनजाति समुदायों के अत्यंत निर्धन गरीब परिवार	अन्य समुदायों के अत्यंत निर्धन गरीब परिवार



(प्रखंड परियोजना प्रबंधक का हस्ताक्षर)

जीविका द्वारा सतत जीविकोपार्जन योजना के तहत अत्यंत निर्धन परिवारों का लक्ष्यीकरण
संक्षिप्त रिपोर्ट
 रिपोर्ट की तारीख:

ज़िला:

प्रखंड:

पंचायत:

ग्राम:

ग्राम संगठन का नाम

क्र. सं.	लक्षित परिवारों का नाम (महिला लाभार्थी)	वार्ड संख्या	लक्षित परिवारों की विवरणी			जाति श्रेणी						
			देशी शराब एवं ताड़ी के उत्पादन एवं बिक्री में पारम्परिक रूप से जुड़े अत्यंत निर्धन गरीब परिवार	अनुसूचित जाति, जनजाति समुदायों के अत्यंत निर्धन गरीब परिवार	अन्य समुदायों के अत्यंत निर्धन गरीब परिवार	अनुसूचित जाति	अनुसूचित जन जाति	पिछड़ा जाति	अत्यंत पिछड़ा जाति	अल्पसंख्यक	सामान्य	

(प्रखंड परियोजना प्रबंधक का हस्ताक्षर)



Annexure 5**Guidelines: VO Orientation on Targeting of Ultra-poor under SJY (2-3 hrs)****1. Concept of ultra-poverty**

- a) Ask for names of few such people living in their village who VO members think are ultra-poor
- b) Ask on why do they think are ultra-poor: socio-economic status in society
- c) Are any of the ultra-poor part of their SHGs? If not, why are they left out?

2. Why do the ultra-poor need to be identified?

- a) They are often left out of social programs (ex. SHGs), or are unable to access services
- b) This group will just continue to fall further behind unless a big effort is made to identify them and address their needs.
- c) This is why SJY focuses so much on the proper identification of the ultra-poor

3. General overview of the identification process (PRA, surveys)**4. How can VO's play a role in identifying the ultra-poor?**

The trainers can speak on these lines "As members of the VO you are respected members of your community. Also, since you live in these communities, you have a lot of useful information on the actual status of these households to help us find out the truth of who is actually ultra-poor".

5. What is VO endorsement: brief overview of what the process will look like**6. Selection criteria for identifying the ultra-poor**

For now just mention that a criteria is laid out to identify the beneficiaries. The VO endorsement office order will cover the criteria in detail.

7. What could VOs potentially do to support the ultra-poor?

- a) Do these ultra-poor people need help? Why should they be given special attention?
- b) How could we help them?
- c) This should be used as a hypothetical visioning exercise where VO members are meant to realize that they could have the power to help these types of households

8. Conclude session on the thought they could play a role in helping these ultra-poor**IMPORTANT MESSAGES****Do:**

1. Do keep the orientations short (roughly 2-3 hours) so that the attendees do not lose interest and take it seriously. The orientation should be interactive – ask the participants to share their opinions
2. Do explain the characteristics of ultra-poor households with concrete examples of typical profiles
3. Do show pictures and videos of PRA process (already shared with Jeevika)
4. Do give participants a clear idea what they should do with the information they learn during this orientation. (i.e. should they tell other members of their VO about what they learnt? Is there a time limit for this?)

Don't:

1. Do not confuse participants by going into too many details (especially regarding the subjective areas of the selection criteria).
2. Do not talk anything about assets throughout the orientation. Ensure the CMs and MRPs do not leak this information

However, In case the VO members already get to know, try and reason out on why the ultra-poor should be given assets on grant basis