



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



1<sup>st</sup> Floor, Vidyut Bhawan-II Bailey Road, Patna - 800 021, Ph. : +91-612-250 4980; Fax : +91-612-250 4960, Website : www.brlp.in

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### OFFICE ORDER

Digitization is being carried out across state on regular basis which has allowed having a large reservoir of data at BRLPS. Several customized reports have been developed for identifying the progress and the gaps. It is a very helpful tool for all the staff at Block, District and State level. It is important to use the MIS at all levels for review purposes.

In order to achieve proper usage of MIS, a two-day residential training programme has to be organised at the district level. The training has to be conducted in reference to the following points:-

1. The participants would be DPM, Thematic Managers and all the BPMs of the concerned district.
2. The training has to be organised between 26<sup>th</sup> August, 2019 and 1<sup>st</sup> October, 2019.
3. The expenditure of the training would be booked under the approved unit cost for residential training as per the project norms.
4. The payment is to be made by the district.

The DPMs should ensure the participation of all concerned in timely manner within the dates mentioned aforesaid.

By the order of CEO

(B.K. Pathak)

Officer on Special Duty

Encl.:

1. Schedule of the training
2. List of trainers
3. Feedback form

Copy to:

1. Director, OSD, AO, PCs, CFO, PS,
2. SPMs, SFMs, PMs, AFMs, PO
3. DPMs, M&E Managers/ Incharges, FMs
4. IT Section

## MIS Training Schedule of Thematic Managers, BPMs and Block Staff

### Day - I

Activity	Duration
<b>1. Introduction and Overview of MIS. Power Point Presentation</b> <ul style="list-style-type: none"> <li>• What is MIS ?</li> <li>• Why MIS ?</li> <li>• MIS at BRLPS.</li> <li>• MIS applications in Jeevika with Introductory Overviews.</li> <li>• Uses of MIS</li> </ul>	10:00 AM to 01 PM (Tea Break at 11:15 AM)
<b>2. What we are capturing in CBO MIS? Modules of CBO MIS</b> <ul style="list-style-type: none"> <li>• Clusterization and village mapping</li> <li>• CBO, Member, OB, Cadre and CBO Parenting Profile.</li> <li>• CBO and Members accounts</li> <li>• PG profiling</li> <li>• CBO Transactions</li> </ul>	01:00 PM to 01:30 PM
<b>Lunch Break</b>	1:30 PM to 02:00 PM
<b>3. Live Orientation on <a href="http://www.mis.brtps.in">www.mis.brtps.in</a></b> <p><b>A. CBO Dashboard</b></p> <p><b>1. Progressive Report –</b></p> <ul style="list-style-type: none"> <li>• CBO Profiles - district, block and panchayat wise drill down up to members Level</li> <li>• CBO Accounts – district, block and panchayat wise drill down up to SHGs level</li> <li>• SHG Status – SHGs with Zero and less than 10 members</li> <li>• Target Vs Achievement – Block Wise quarterly target and achievements</li> <li>• MPR – District and Block wise monthly Progress report</li> <li>• Capitalization Lag – Graphical representation of gap in SHG formation, accounts, RF and ICF</li> <li>• Year Wise CBO – Graphical Representation of Year wise SHGs and VO formation</li> <li>• VO / CLF Cash Bank – VO /CLF wise status of updation with cash and bank balance</li> <li>• CBO Transaction – CBO with Atleast one transaction and accordingly fund status</li> <li>• HNS BCC MPR – District, Block wise monthly progress of Training achievement to SHGs and Members and cadres on HNS sessions and modules.</li> </ul> <p><b>2. Analytical Reports –</b></p> <ul style="list-style-type: none"> <li>• Dealt with receipt/non receipt of fund, disbursement and recovery status of ICF, HRF, FSF and SHAN fund to examine the health of CLFs, VOs and SHGs.</li> </ul> <p><b>3. Transaction Level Report –</b></p> <ul style="list-style-type: none"> <li>• Financial reports viz Receipts &amp; Payments, Balance Sheet, Profit &amp; Loss Sheet and Trading Profit Loss sheet of VO and CLFs.</li> </ul> <p><b>4. SHG Search Report –</b></p> <ul style="list-style-type: none"> <li>• Searching SHGs by name or by ID within village, block, district and state.</li> </ul> <p><b>5. Farmer Master Report –</b></p> <ul style="list-style-type: none"> <li>• Dealt with Farmers participation in different cropping seasons with individual details.</li> </ul>	02:00 PM to 05:30 PM (Tea Break at 4 PM)

**DAY – II**

<p><b>B. CLF Dashboard</b> How to monitor CLF? How CLF will monitor VO and SHGs.</p> <p><b>C. HNS Dashboard</b> Progress reporting of HNS training to SHGs and CMs</p> <p><b>D. Exception reports</b> Monitoring of Updatations Status of VO and CLF transactions. Utilizations of MIS Executives and DEOs on weekly basis.</p> <p><b>E. SHG Without Bank Accounts</b> How to download Printable format of SHGs without Bank Accounts</p> <p><b>F. Poultry Reports</b> State, District, Block and PG wise MPR Monitoring of Intervention Coverage, Irregular MU, Mortality Status, Rearing Cycle and Progress of HH Income Generation.</p> <p><b>G. Goatry Reports</b> Progress reporting of IGDS state, district, block and up to beneficiary level.</p>	<p>10:00 AM to 01:30 PM (Tea Break at 11:15 AM)</p>
<p><b>Lunch Break</b></p>	<p>1:30 PM to 02:00 PM</p>
<p><b>H. Pashu Sakhi Report</b> Details of Pashu Sakhi and Members Profile Entered, Monitoring of Goat survey and services provided by Pashu Sakhi, Monitoring of Project based services provided.</p> <p><b>I. CBO Fund Status</b></p> <p><b>J. HR MIS field staff report</b> Leave and Tour Management of the filed staffs</p> <p><b>K. NEERA Report</b> Production and sales of Neera by Tappers</p> <p><b>L. Value Chain Report</b> Collection, transfer, storage and selling of Farm products, Collection Centre management.</p>	<p>02:00 PM to 04:00 PM (Tea Break at 04:00 PM)</p>
<p><b>Questionnaire and Feedback Sessions</b></p>	<p>04:15 PM to 05:30 PM</p>

S.No	Name of Employee	District Name
1	Md Hasnain Yunus (System Analyst)	Bhagalpur
		Banka
		West Champaran
		East Champaran
		Khagaria
		Aurangabad
2	Raheel Jaman (Data Administrator)	Darbhanga
		Sitamarhi
		Purnea
		Araria
		Sheohar
		Kishanganj
		Kaimur
3	Deep Kamal (IT Associate)	Munger
		Vaishali
		Saharsa
		Supaul
		Madhepura
		Katihar
		Muzaffarpur
4	Rajesh Kumar (IT Associate)	Arwal
		Rohtas
		Saran
		Siwan
		Gopalganj
		Buxar
		Gaya
5	Manoj Kumar (IT Associate)	Lakkhisarai
		Jamui
		Sheikhpura
		Madhubani
		Samastipur
		Bhojpur
6	Shashi Shekhar (MIS Consultant)	Patna
		Nalanda
		Jehanabad
		Nawada
		Begusarai

**Feedback Form of MIS Training to Thematic Manager, BPMs and Block Staff**

Particulars	Excellent	Good	Average	Poor
1. Topics Covered were relevant and useful				
2. Can you use what you have learnt in your role				
3. Trainer was knowledgeable about the training topics				
4. Sessions Materials				
Q1.				
Q2.				
Q3.				
Q4.				
Q5.				
Suggestions and Feedback :				
Name :	Place :	Designation :	Signature :	