



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 Bailey Road, Patna - 800 021, Ph. : +91-612-250 4980; Fax: +91-612-250 4960, Website : www.brplp.in

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Office Order

In the Satat Jeevikoparjan Yojana (SJY), the next endorsement drive has been scheduled from 1st week of September 2019. In the endorsement, the role of Community Resource Person (CRPs) is very crucial. The CRPs will be involved in the identification of targeted HHs and also engage themselves in the endorsement of identified households in the Village Organisation (VOs). There is a series of activities that needs to be done in order to facilitate the movement and deployment of CRPs in field locations.

SJY CRP ROUND (3rd September – 24th September'19)

- Initiation in 76 Blocks across 38 districts as per the **Annexure C**.
- Each block will receive 5 CRP teams (*3 members per team*) thus totaling 380 CRP teams.
- Each CRP team will cover 4-5 VOs: **between 2nd September'19 to 23rd September'19**.
- In each Village Organization (VO), the CRP team will spent 5 days and cover all wards under VO fold.
- **The CRP round will be initiated in SC and ST dominant panchayats having presence of Village Organization.**
- **During VO endorsement priority should be given to the SC and ST ultra-poor HHs.**
- Before initiating the CRP round, the concern block team will finalize the list of VOs to be covered during the SJY CRP round.
- During mapping of CRP teams, priority should be given to the SJY CRP pool of the district as per the earlier office order BRLPS/Proj-M&E/SJY/1373/18/3471.
- In each of the CRP team, one member should be able to read and write.
- The local CM/ VO Bookkeeper will become part of the CRP team.

Orientation on the process of endorsement under SJY

- The DPCU will ensure orientation of the concerned BPIU staffs before the CRP round by or before 30th August '19.
- The BPIU will ensure orientation of CMs/BKs/ other concern cadres and CLF/VO leaders on selection of Ultra-poor HHs under SJY by VO before starting of CRP round by or before 2nd September '19.

The output will be as-

- The total output from the 380 teams will be between 4560- 5700 HHs.
- The identified HHs to be endorsed in the VO covering 1520- 1900 VOs.

Time-line-:**Preparation of 380 CRP teams: Responsibility IBCB Manager**

- Mapping of existing CRP teams from CRP Pool within the district 28th August
- Finalization of CRP teams (in excel sheet) for training 28th August
- Resource Fee Payment to CRPs including to and fro cost of travelling 3rd October
- Incentive payment to CMs/BKs engaged in CRP drive 3rd October

Training of CRP teams: Responsibility of SJY Nodal and Nodal TO

- Conduct 2 days refresher (residential) of CRPs 31th August-1st September
- Ensuring all materials in the venue 30th August
- Selection and team formation for the drive (10 team per district) 1st September

Preparation of CRP Round: Block Project Manager

- Orientation of cadres and concern CLFs and VOs 29th August
- Sharing of dominant SC/ST VOs list with the district 28th August
- List of Didis House in which CRPs will stay as per the **Annexure A** 28th August
- Logistic arrangement and other arrangement in the village 29th August
- CRP Kit including umbrella with PRA Materials and formats 29th August
- Verification of the endorsed Households during CRP round Regularly during Drive
- Debriefing report covering endorsed HHs list as per the format attached as **Annexure B** along with Absentee of CRPs and CMs/BKs 26th September

SJY CRP Round: Responsibility of Block Project Manager and SJY Nodal

- Mail to Resource BPMs to ensure CRPs reaches the recipient block 27th August
- Briefing of CRPs at BPIU 3rd September
- Handover of PRA kits (*material and formats*) to teams 3rd September
- Deployment of CRP teams at Village level 3rd September
- Initiation in the VO1 4th September
- Completion in the VO1 8th September
- Initiation in the VO2 9th September
- Completion in the VO2 13th September
- Initiation in the VO3 14th September
- Completion in the VO3 18th September
- Initiation in the VO4 19th September
- Completion in the VO4 23rd September
- Debriefing and Initiation of report and other formalities 24th September
- Compilation of final list Block wise 24th September
- Sharing of Duly Verified Endorsement list with the District by BPIU 30th September
- Absentee of CRP and CM/BKs, to be submitted by BPIU 26th September
- Resource Fee payment to CRPs and CM/BK 3rd October

SJY CRP BUDGET PER DISTRICT (TOTAL 38 DISTRICTS)			
Sl No	Head	Unit	Remarks
1	Orientation of CRPs	38 Districts (35-40 participants)- 1 Batch	As per the unit cost of JEEVIKA, as mentioned in the Office Order no BRLPS/Proj-IBCB/1042/16/3691 dated 15.12.2017 to be booked under BTDP/NRLM Project.
2	Briefing and De-briefing- Vehicle for CRP	2 Vehicles per block on the briefing and De-briefing days	As per the unit cost mentioned in the Office Order no BRLPS/Proj/197/10/1775 dated 18.08.2018 other than 10 days, mandated for BPIU to be booked under SJY Project.
3	CRPs Kit	380 Kit	BPIU will procure kit for CRPs under SJY. The expenditure will be booked under BTDP:A.1.CRP Drive Cost or NRLM B.2.2.1.3. The maximum limit per team will be Rs. 5000.00/- including taxes. This will be one time procurement under SJY which will be kept for future drives also.
4	PRA Kit- HH Survey	380 Kit	BPIU will procure PRA Kit. The unit cost per VO will be Rs.100/- per VO.
5	Printing of all formats/ Xerox	All annexure (1 to 4) of the office Order BRLPS/Proj-M&E-SJY/1373/18/18 Dated 21/08/18	In addition to the approved budget, the BPIU will have a additional Rs 5000/- for printing/xerox of formats under SJY CRP rounds. All the formats to be made available during the briefing round with CRPs. The expenditure to be booked under BTDP/NRLM.

The DPCU will ensure that-

1. 35-40 CRPs to be developed under SJY to participate in the endorsement round.
2. The concerned DPCU will ensure that CRPs will take sufficient advance from their respective VO for meeting their travelling and food expenses.
3. The concerned DPCU should ensure vehicles arranged for the CRP teams before reaching of CRP teams to their BPIU.
4. The CRPs is entitled to get the actual TA apart from their honorarium during their transition as per the internal CRP policy. The district can arrange appropriate mode of transportation for movements as per the need/ requirement.
5. The local CM / BK tagged with the CRP team are entitled to get the honorarium as per the CRP honorarium structure (within block).
6. The concerned ICB official will take appropriate approvals from DPM for the SJY CRP round (*as per the protocol laid down in the CRP drives*).
7. The CRP Kit should be available before the initiation of drive in a block. Additional CRP kits can be purchased in the district. The concerned ICB official need to ensure this.
8. As per the 'Guideline for Selection of Ultra Poor HHs under SJY by VO', the formats to be made available to the CRPs before their deployment in the village in a folder.

9. The district SJY Nodal Person will prepare a training report on the processes with examples and photographs and submit the same to the state office within one week of the training completion.
10. All expenditure related to the SJY CRP will be booked under concern project (BTDP/NRLM project).
11. The DPCU will ensure a dedicated vehicle support to the concern project staff for field movement during CRP drive and verification.
12. The concern BPIU may facilitate the CLF / nodal VO in selection of Master Resource Person (MRPs) and ensure their selection before completion of CRP Round i.e. by or before 23rd September'19.

All DPMs/ In-charge is hereby directed to follow up the CRP strategy for an effective utilisation of CRPs in the identification and endorsement of the targeted list in the VOs under SJY project.

All the Best!



(Balamurugan D.)

Chief Executive Officer-Cum-State Mission Director

Encl.

1. Annexure A:List of Didi's Household for CRPs Stay
2. Annexure B:Endorsement Report
3. Annexure C: List of Blocks

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.

Annexure A: List of Household for CRP's Stay

Sl No.	District	Block	Panchayat	Village Organisation's Name	SHG/Cadre Name Crp's Stay Point	Phone No.	No of SC&ST/Toddy Tappers in VO's Catchment area
Team 1							
Team 2							
Team 3							
Team 4							
Team 5							

Signature of BPM



Annexure B: BPIU ENDORSEMENT REPORTING FORMAT

Reporting Date	Panchayat Name	VO Name	Ward No.(s) Covered	Target HHs Identified	Target HHs Eligible For Survey	Target HHs Participated In Survey	UP HHs Identified After Survey	UP HHs Endorsed By VO	Ultra poor HH after verification	U.P HHs Engaged In Country Liquor/Toddy Business	SC-ST Ultra Poor HHs	Other UltraPoor HHs	SHG	Non-SHG



Annexure C: List of Blocks for SJY CRP Round (2nd September'19 to 23rd September'19)

Sl. No	District	Block 1	Block 2	Block 3
1	Araria	Narpatganj	Forbesganj	
2	Arwal	Sonbhadra Banshi Suryapur		
3	Aurangabad	Dev	Kumtumba	
4	Banka	Bausi	Banka	
5	Begusarai	Dandari	Mansurchak	
6	Bhagalpur	Shahkund	Goradih	
7	Bhojpur	Garhani	Tarari	
8	Buxar	Kesar	Chaughai	Barhampur
9	Darbhanga	Bahadurpur	Hanumannagar	
10	East Champaran	Pakri Dayal	Madhuban	
11	Gaya	Mohanpur	Dumaria	
12	Gopalganj	Bijaipur	Bhorey	
13	Jamui	Barhat	Laxmipur	
14	Jehanabad	Ghoshi	Modanganj	
15	Kaimur	Bhagwanpur	Durgawati	
16	Katihar	Katihar	Falka	
17	Khagaria	Mansi	Gogri	
18	Kisanganj	Dighalbank	Thakurganj	
19	Lakhisarai	Pipariya	Barahiya	Ramgarh
20	Madhepura	Alamnagar	Gwalpara	
21	Madhubani	Madhepur	Lakhnaur	
22	Munger	Kharagpur	Tetiha Bambor	
23	Muzaffarpur	Bochaha	Bandra	
24	Nalanda	Asthawan	Sarmera	
25	Nawada	Nardiganj	Rajauli	
26	Patna	Danapur	Patna Sadar	
27	Purnea	Srinagar	Krityanand Nagar	
28	Rohtas	Nauhatta	Rohtas	
29	Saharsa	Sonbarsa	Patarghat	
30	Samastipur	Warishnagar	Patori	
31	Saran	Jalalpur	Mashrakh	
32	Sheikpura	Shekhopur Sarai	Ghat Kusumbha	
33	Sheohar	Dumri Katsari		
34	Sitamarhi	Majorganj	Bokhara	
35	Siwan	Raghunathpur	Darauli	
36	Supaul	Basantpur	Raghopur	
37	Vaishali	Mahnar	Desari	
38	West Champaran	Ramnagar	Gaunaha	