



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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

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Office Order

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In the third SHG CRP round of FY 2019-20 is to start from the second week of November 2019 for 40 days. In this, the role of Community Resource Persons (CRPs) is very critical. The CRPs will be involved in the identification of targeted HHs of un-entered villages/ habitations, SHG formation and their basic modular trainings. There is a series of activities that need to be followed in order to facilitate the movement and deployment of CRPs in the field.

SHG FORMATION CRP ROUND

- Initiation in 19 districts with 464 CRP teams.
- Each CRP team will cover at least 4 villages: **between 13th November and 24th December 2019.**
- In each of the villages, the CRP team will spend 8-10 days.
- In each of the CRP team, preferably one member should be able to read and write.
- The local CM will be supporting the CRP team.
- The concerned BPMs need to ensure continuous support of staff (AC/CC) to the CRP teams.
- The concerned district nodal persons will collect SHG formation status report every day

The output will be as-

1. Each of the CRP team will form 30-35 SHGs.
2. The total output from the 464 CRP teams should be around 13,000-14,000 SHGs.
3. CRP teams will also impart basic modular training to newly formed SHGs covering functioning of SHG, fund management, rotation of leadership and importance of Panchsutra.
4. Each of CRP teams will identify active women in villages.
5. Each of the team will prepare SHG profile in the given format.
6. Each of the CRP teams will place basic registers (*LDP and minutes book*)
7. The team will also administer SHG By-laws in the newly formed SHGs.

The Time-line & Responsibility

Activities	Date	Responsibilities
Readiness of CRP teams with availability of CRP kit and required material like roster, profile photocopy, By-laws and ID-card from concern CLF/VO to CRP teams.	8 th -10 th Nov'19	TM/TO & BPM
Orientation to CRP teams	11 th -12 th Nov'19	TM, TO/BPIU staff
Briefing at block level and Deployment of CRP teams in Village1	13 th Nov'19	TM/TO & BPIU staff
Initiation of work in Village1	14 th Nov'19	AC/CC
Completion in Village1 and team moves to Village2	22 nd Nov'19	AC/CC
Initiation in Village2	23 rd Nov'19	AC/CC
Completion in Village2 and team moves to Village3	2 nd Dec'19	AC/CC

Initiation in Village3	3 rd Dec'19	AC/CC
Completion in Village3 and team moves to Village4	12 th Dec'19	AC/CC
Initiation in Village4	13 th Dec'19	AC/CC
Completion in Village 4	22 nd Dec'19	AC/CC
Compilation of reports, google doc link filling for report	23 rd Dec'19	AC/CC
Debriefing of CRP teams	24 th Dec'19	AC/CC

Following districts need to take CRP drive for SHG formation during the month of November - December'19 for 40 days:

Sl.	District	No. of teams proposed	Total CRP Members	Movement of CRP teams
1.	Araria	30	120	local
2.	Banka	20	80	Local
3.	Begusarai	20	80	Local
4.	Bhagalpur	25	100	Local
5.	Bhojpur	27	108	Local
6.	Darbhanga	40	160	Local
7.	East Champaran	35	140	Local
8.	Gaya	10	40	Local
9.	Katihar	25	100	Local
10.	Kishanganj	25	100	Local
11.	Madhubani	40	160	Local
12.	Muzaffarpur	10	40	Local
13.	Patna	6	24	Local
14.	Purnea	20	80	Local
15.	Samastipur	15	60	Local
16.	Saran	20	80	Local
17.	Sitamarhi	25	100	Local
18.	Siwan	20	80	Local
19.	Vaishali	50	200	Local
	Total	464	1856	

The concerned districts will tag 1-2 active women (*if needed*) with the CRP team who will be paid as per CRP policy (*intra block slab*). Districts are also encouraged to add more teams if required. In case of unavailability of CRP teams, district can take teams from resource/ nearby districts

It is mandatory for every district to ensure the placement of required number of CRP teams to make entry in the un-entered villages/ habitations (*as per proposed plan*). In case of any deviation, the concerned DPMs need to ensure proper justification from their BPIU team before the day of briefing of CRP round.



SHG formation CRP drive Budget of Q3 in 19 districts:

Sl.	Topics	Participants	Cost on Travel	Cost on Boarding & Lodging	Total	Remarks
1.	Orientation of 2 days	464 CRP teams (1856 members)	200 per member (1856*200)	650 per member per day (1856*650)	3,71,200.00 +24,12,800.00 =27,84,000.00	CRP will reach the training venue on the training day and lodge for 2 days. Travel cost includes travel from CRP staying place to training venue.
2.	CRP kit (other than logistic kit)	1 kit per 1 team (464*200)			92,800.00	Kit for CRP includes Folder, copy of By-laws and SHG profile, register, pen and ID card. Assuring CRP teams to receive before briefing session.
3.	Local Vehicle	464 CRP teams	1500 per team		6,96,000.00	Local travel among villages
	Total cost				35,72,800.00	

The DPCUs/ BPIUs to ensure: -

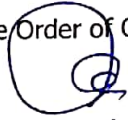
1. The concerned DPCU will ensure that CRPs will take sufficient advance from their respective VOs for meeting their travelling and food expenses.
2. The concerned DPCU should ensure that proper logistic arrangement arranged for the CRP teams before reaching of CRP teams to their BPIUs. The expenses during the transition from village 'A' to village 'B' will be borne by the concerned block. An appropriate mode of transport will be provided to the CRPs during the movement.
3. The CRPs are entitled to get the actual TA apart from their honorarium during their transition as per the internal CRP policy. The districts can arrange appropriate mode of transportation for movements as per the need/ requirement.
4. The concerned ICB officials will take appropriate approvals from DPM for the CRP round (*as per the protocol laid down in the CRP drives*).
5. In case of insufficient CRP kits available in any of the districts, the concerned district will pull CRP kits from the blocks and in case of unavailability, they can also purchase the required CRP kits.
6. District to provide targeted new villages/ potential villages name on before of briefing date to SPMU for village entry assessment in the given format-

District Name	Name of Block	No of CRP teams	Name of the Panchayat	Name of the Village		Total SHG to be formed
				Name of potential village	Name of new village to be entered	

7. BPM has to ensure village profile and SHG profile entry on weekly basis with the help of training cell.
8. It is mandatory for block mentor to get involved in CRP drive strategy and stay intact in whole process for SHG formation on saturation basis.

All DPMs/ In charge is expected to follow up the CRP strategy for an effective utilisation of CRPs in SHG formation in un-entered villages / habitations.

By the Order of CEO


(B. K. Pathak)
OSD, BRLPS

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.