



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Letter No. -BRLPS/Proj-NF/234/11/2293

Date - 09/11/2020

Office Order

Art and Craft PG Strengthening

With reference to letter no.-BRLPS/Proj-NF/234/11/1812, dated - 24th Sep 2020, details of existing Arts and Craft Producer Groups have been received from all districts. Total 68 functional PGs have been identified with coverage of 2445 HHs . All these PGs are at different level of capacity building and skill training , So in order to streamline the capacity building and skill training for concerned PGs, a detailed program has been planned for the FY 20-21 with timeline as follows:

Capacity Building and Funding plan for Art and Craft PGs										
S.N.	District	No. Of Existing PGs	Basic Training	Timeline	Advance Training	Timeline	Design Development	Timeline	PG Funding	Timeline
1	Banka	3	3	Jan-20	0	-	0	-	3	Feb-20
2	Bhagalpur	3	1	Dec-20	2	Jan-20	0	-	3	Feb-20
3	Buxar	2	2	Dec-20	0	-	0	-	2	Feb-20
4	Darbhanga	5	1	Dec-20	0	-	0	-	1	Feb-20
5	Katihar	3	0	-	3	Jan-20	0	-	0	Feb-20
6	Madhubani	19	0	-	0	-	2	Feb-20	5	Feb-20
7	Munger	1	1	Dec-20	0	-	0	-	1	Feb-20
8	Muzaffarpur	19	5	Jan-20	3	Feb-20	1	Feb-20	5	Feb-20
9	Nalanda	3	3	Jan-20	0	-	0	-	3	Feb-20
10	Nawada	3	3	Jan-20	0	-	0	-	4	Feb-20
11	Patna	1	0	-	1	Dec-20	0	-	1	Jan-20
12	Purnea	2	2	Dec-20	0	-	0	-	2	Feb-20
13	Samastipur	1	0	-	1	Dec-20	0	-	1	Jan-20
14	sheikhpura	1	0	-	1	Dec-20	0	-	1	Jan-20
15	Vaishali	2	1	Dec-20	1	Jan-20	0	-	2	Feb-20
Total		68	22		12		3		34	

To follow-up the plan, approval has been given by competent authority on the following points:

A. Budgetary Provision

Total budget required for capacity building and skill training and Business development of PGs is Two Crore Eighty-Three Lakh Fifteen Thousand only, as per given details:

Total Budget				
Sl.No.	Heads	Unit Cost (In Lakh)	Units	Budget (In Lakh)
1	PG Basic Training (Budget breakup given on C-side)	2.69	22	59.18
2	PG Advance Training (Budget breakup given on C-side)	3.7625	12	45.15
3	PG Design Development (Budget breakup given on C-side)	2.94	3	8.82
4	PG Funding (Funding as per PG Policy)	5	34	170
Total				283.15

The Budget for training would be booked under as per NRLM/Blocks as follows:

NRLM : B3.2.3.1, Cost of training Workshop etc.

BTDP : Comp.1.A.4, Non-Residential Training

PG Funding budget would be booked under as per NRLM/Blocks as follows:

NRLM :B3.2.1.1 Corpus to Producer groups

BTDP :Comp.1.G2 and G3, Working Capital fund and establishment cost to PGs

B. Master trainer

Trainers for these training programs should be selected from the Empanelled trainers with BRLPS or JEEViKA SHG members and payment will be made as per the trainers Policy for Arts and Craft (attached on C side).

In case Trainer for certain craft is not there in the empanelled list, trainer may be called from outside as per their expertise (Empanelled with other departments) and payment will be made as per trainers Policy for Arts and Craft.

The manager NF/In-charge/YP of districts are directed to coordinate with trainers and BPIU team for all preparatory works for training and successful completion of training.

C. PG Business Plan and Funding

PG funding will be made after submission of Business plan from the PG within the given timeline. Trigger points for PG funding would be:

- PG profiling
- PG Account Opening
- MoU between PG and CLF/BPIU
- PG request letter for Funding along with Business Plan submission in given format (format attached on C side)

Once the training and funding to PGs have been completed, Concerned Manager/Manager In-charge /YP-NF are directed to ensure following tasks under the guidance of DPM:

- VRP/PG Resource Person to be appointed for all Producer Groups
- PG Business initiation and running in accordance with Business Plan
- PG BoR maintenance
- Linkage of PG to Producer Company once the group will attain a standard level of production.

- Marketing of Products through Fairs, Local contracts, PC, GeM, Online Marketing etc.

All concerned Manager-NF/YP-Nf/Manager I/c – NF are directed to complete the above mentioned Capacity Building and Fund transfer to PGs works as per given timeline and monthly report PG related works should be submitted in given format by 5th of every month to given mail IDs : pm.nf@brlps.in and nupurkamal@yahoo.com.

By the order of ACEO

(Rajiv Kumar Singh)

Administrative Officer-cum-SPM Non-Farm

Annexure:

- Approved Budget for Basic Training
- Approved Budget for Advance Training
- Approved Budget for Design development
- Arts and Craft Trainer Policy
- List of empanelled Trainers with their contact details.
- Monthly Reporting formats (Individual PGs and Compiled district report)
- VRP Policy

Copy to:-

- Concerned DPMs/BPMs/Thematic Managers/Concern NF Manager/YP/Incharge for necessary action.
- OSD/Director/CFO/AO/PS/PO
- IT Section
- Concerned file

15 Days Basic skills training for Producer Groups (Tentative Budget)					
Period-15 Days					
Total no of Artisans-35					
Sr.No.	Material/Head	Unit Cost	Units required	Days	Amount
Raw materials and Equipment					
1	Raw materials	750	35		26250
2	Tool kit for artisans	300	35		10500
3	Spece Rent	2000			2000
4	Stationary	1000			1000
5	Equipments (If required, mainly in case of stitching , Handloom etc)				50000
Sub Total A					89750
Wages and Stipend					
1	Trainers Fee	1500	2	15	45000
2	Trainers TA	500	2	15	15000
3	Trainers Lodging & Fooding	1000	2	15	30000
4	Trainee Stipend	150	35	15	78750
Sub Total B					168750
1	Miscellenious				10500
Sub Total C					10500
Total (A+B+C)					269000

Cost/Member

7685.714286

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15 Days Advance skills training for Producer Groups (Tentative Budget)					
Period-15 Days					
Total no of Artisans-35					
Sr.No.	Material/Head	Unit Cost	Units required	Days	Amount
Raw materials and Equipment					
1	Raw materials	1500	35		52500
2	Tool kit for artisans	500	35		17500
3	Spece Rent	2500			2500
4	Stationary	2000			2000
5	Equipments (If required, mainly in case of stitching , Handloom etc)				50000
Sub Total A					124500
Wages and Stipend					
1	Trainers Fee	2000	2	15	60000
2	Trainers TA	500	2	15	15000
3	Trainers Lodging & Fooding	1000	2	15	30000
4	Trainee Stipend	250	35	15	131250
Sub Total B					236250
1	Miscellenious				15500
Sub Total C					15500
Total (A+B+C)					376250
Cost/Member					10750

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15 Days Design Development Workshop for Producer Groups (Tentative Budget)					
Period-10 Days					
Total no of Artisans-20					
Sr.No.	Material/Head	Unit Cost	Units required	Days	Amount
Raw materials and Equipment					
1	Raw materials	2500	20		50000
2	Tool kit for artisans	500	20		10000
3	Spece Rent	5000			5000
4	Stationary	5000			5000
Sub Total A					70000
Wages and Stipend					
1	Trainers Fee	2000	2	15	60000
2	Trainers TA	500	2	15	15000
3	Trainers Lodging & Fooding	1000	2	15	30000
4	Trainee Stipend	350	20	15	105000
Sub Total B					210000
1	Miscellenious				14000
Sub Total C					14000
Total (A+B+C)					294000
Cost/Member					14700

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JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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Ref. No. - BRIPS/Rmj-NF/284/AL/1999

Date - 05-09-18

OFFICE ORDER

Arts and Craft Trainer Policy

BRLPS is providing different kind of technical trainings to the artisans of Producer Company/ Producer Groups/ other Community based Organizations involved in any kind of Arts and Craft product, consisting of : Basic Training, Advance skill training and Design development/ Training of trainers . It has also been observed that the training requirement would based on need assessment on regular intervals. At present BRLPS don't have any proper guideline for hiring of trainers for these trainings and modules of training. Based on committee's recommendation following categories and procedures has been finalised for trainers.

On behalf of PC/PG/CBOs BRLPS will empanel a number of Designers/person having experience in handloom/handicrafts sector as per given qualifications under different categories and the person will provide their services as per the requirement of CBOs. The process of hiring of trainers can be dealt under

A. Trainers will fall under given categories:

Sl. No.	Category	Eligibility Criteria
1	Category -- A	Minimum Graduate from Design Institute More than 5 year of industry experience
2	Category -- B	Minimum Graduate from Design Institute 0-5 year of industry experience
3	Category -- C	Minimum 5 years of experience in product development of given craft
4	Category -- D	CBOs members Must be expert in given art form Must have good vocal and communication skills

[Handwritten signature]

B. Remuneration and other benefits structure for Art & Crafts trainers

SLNo.	Category	Remuneration/day (In rs)	Lodging	Other Benefits and entitlements
1	Category A	2000	Upto Rs. 1000/day (paid on actual basis)	Reimbursement of to & Fro travel expenses upto II AC (Paid on actual Basis)
2	Category B	1500	Upto Rs. 800/day (paid on actual basis)	Reimbursement of to & Fro travel expenses upto III AC (Paid on actual Basis)
3	Category C	1000		Reimbursement of To & Fro travel expenses upto II class sleeper (Paid on actual Basis)
4	Category D	700		

Note : - Local conveyance would be applicable as per actual maximum upto Rs. 500/day.

C. Selection Process: To be Done by SPMU Team

1. Publication of advertisement on BRLPS Website and News papers for category A, B and C.
2. Submission of Applications by Applicants/ Recommendation from concerned DPM in case of CBO members
3. Interview of interested candidates by a committee approved by CEO.
4. Documents submission of selected candidates
5. List of finally empanelled trainers will be published on BRLPS Website.

D. Hiring Process:

1. Training requisition to be sent from PG to BPIU (duly recommended by OB members of PG/PC/CBO)
2. Training requisition will be forwarded by BPIU to the DPCU (duly recommended by BPM/BPM I/C)
3. Training requisition will be forwarded by DPCU to SPMU along with the budget required and type of trainer required (duly recommended by concerned DPM)
4. Approval will be given from SPMU (along with Budget)
5. Trainer will be selected from the empanelled trainers by District NonFarm team with support of NF SPMU Unit.
6. SPMU NF unit will coordinate between the selected trainer and district team.



7. District team will get the trainer on board and redirect them to concerned Producer Group/Producer Company/CBO

E. Reporting and Payment:

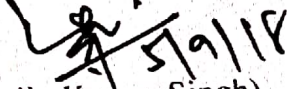
Trainer will report to BOD members of concerned PG/PC/CBO. keeping Manager-NF/YP-Nonfarm/Mgr-NF I/C informed.

Payment will be released from concerned PC/PG/CBO after submission of following documents by trainer in accordance with budget approved by SPMU:

1. Training/Workshop completion report
2. Daily activity sheet
3. Attendance signed by BoD members of concerned PC/PG/CBO

Enc.- Approved training modules for Basic training, Advance Training and Design development training

By the order of CEO


(Rajiv Kumar Singh)
AO/SPM-NF(I/C)

Copy to:

1. OSD/Director/CFO/PS/PCs/SPMs/PMs/SFMs/AFMs
2. DPMs/FMs/NF managers/YP-NF/BPMs
3. IT section

Sl. No.	Name	Trainer Category	ID	Mobile No	Email ID	Craft Categories
Category-A						
1	MANJU TRUPATHY	A	Tr-A-08	7008569144	trpathnarayan01@gmail.com	stitching
2	Amrita Gupta	A	Tr-A-01	9540052541	aguptarajvanshi9@gmail.com	Madhubani Painting & Sikki
3	Shilpi kumari	A	Tr-A-02	7766932752	shilpi.rai19@gmail.com	Madhubani painting, stitching.
4	Shivani singh	A	Tr-A-07	9918662837	shivani.singh1702@gmail.com	Madhubani Painting
5	Shikha Pandey	A	Tr-A-06	9473598660	shikhashlokrandey13@gmail.com	Madhubani Painting.
6	MD. SARFRAZ ALAM	A	Tr-A-04	9748937620	sarfrazcediff@gmail.com	Madhubani painting & stitching
Category-B						
1	Raian Kumar	B	Tr-AB-5	9973730832	rajan.kumar@nift.ac.in	weaving (Fabric or Rugs) & Madhubani Painting
2	Shweta Agarwal	B	Tr-B-37	9795956990	shwetagarwal1984@gmail.com	SIKKI CRAFT.
3	gaurav kumar	B	Tr-B-18	8360768134	gauravbhardwaz77@gmail.com	madhubani painting
4	SAMEER RANJAN	B	Tr-AB-14	9304870842	sameer.tech1@gmail.com	Art and Craft of Madhubani Paintings and Sikki Craft
5	Mithlesh Kumar	B	Tr-AB-7	6201546830	mithleshpiet@gmail.com	loom, Power loom, Automatic loom, Shuttles loom etc. Application of dyes on all natural & all synthetic materials. Application & Methods of Printing on all natural & synthetic fabrics. Application & Methods of Finishing technology on all natural & all synthetic fabrics. Khadi yarn production Silk Production (Life cycle of silk warm), Sourcing of raw materials related to Handlooms, Khadi, Silk etc. Marketing of finished goods. Fabrics weave design for Dobby & Jacquard loom. Quality improvement of khadi or silk fabrics.
6	Tavinda Gauhar	B	Tr-B-07	8804805617	tavinda.gauhar@nift.ac.in	Weaving, Sujani embroidery, Other different type of embroideries, Fabric Manipulation, Stitching, Tie & dye, Printing techniques, Applique, Beads, knotting, Macrame accessories etc.
7	Suman Kumari Vidyarthi	B	Tr-B-20	7903957637	suman.kumari.vidyarthi@nift.ac.in	Paper Mache Metal Craft Sujani Embroidery Madhubani Painting
8	VIVEK RANJAN	B	Tr-AB-11	9534144443	vivekranjan@nift.ac.in	Madhubani Painting and Sikki Craft
9	Supriya Kumari	B	Tr-AB-13	9873357956	supriyakumari9@gmail.com	Madhubani painting, Sikki craft & Lacquer craft
10	Prashansa	B	Tr-B-09	9315766635	prashansanift@gmail.com	weaving and embroidery first, madhubani and stitching
11	Nigam kumari	B	Tr-B-13	7907100130	nigamk15@gmail.com	Madhubani painting.
12	PRANAV PRASUN	B	Tr-B-22	8750788110	pranavprasun@gmail.com	Apparel Design, Footwear Design
13	VANEE VIRLAY	B	Tr-B-01	7903550342	vaneevirilay@gmail.com	Not Interested
14	Prince Kumar	B	Tr-AB-6	9898730948	princegupta@gmail.com	Not Interested.
Category-C						
1	Mala Gupta	C	Tr-C-12	9334231043	sp829987@gmail.com	Sujini, Jute Bag Stitching
2	Bandana Rathore	C	Tr-C-09	8899767755	sumankalacandra@gmail.com	Sikki
3	BIJOY LAXMI	C	Tr-C-07	9334224144	sumankalacandra@gmail.com	Stitching, Embroidery, Madhubani Painting, Applique, Black Printing, Candle Making, Paper bag making

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Monthly Reporting Format for Individual Producer Group

Financial Year:-	Date of Submission:-	Report for the Month:-
Basic PG Details		
1	Name of Producer Group	
2	Address of the PG (Village,GP,Block,District)	
3	Business Activity	
4	Number of HHs linked	
5	Name and Number of President of PG	
6	Name and Number of VRP of PG	
7	Capacity Building status of PG (If yes then date of completion of training)	Basic Training : Advance Training: Design Development :
Financial Details of PG		
Bank:	A/C No.:	IFSC:
Opening Cash		
Closing Balance		
Cash Sales		
Credit Sales		
PG Funding Details		
1	Date of Fund Transfer	
2	No. Of Installments planned for repayment	
3	CID Amount	
4	CIF Amount	
5	Due amount after repayment	
1	Expenses (Based on B.Plan)	
1.a	Raw Material	
1.b	Tools and Equipments	
1.c	Wage Payment to Artisans	
1.d	Salaries (VRP/BookKeeper/Sweeper etc)	
1.e	Rent	
1.f	Bills and Overheads	
1.g	Transportation	
1.h	Loan Installment	
1.i	Miscellaneous	
	Total Expenses	
2	Income	
2.a	Institutional Sales	
2.b	Sales through Fairs	
2.c	Sales to Shilpgram	
2.d	Direct/Local Sales	
	Total Income	
	Profit (Total Income-Total Expense)	
Remarks/Support required if any:		

Signature	Signature	Signature
Report Prepared by (LHS/AC/CC)	Block Project Manager	Manager/manager Incharge/ YP-NF

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Compiled Monthly Reporting Format for all Producer Group existing in District

Financial Year:-		Date of Submission:-	Report for the Month:-
Sl.No.	Heads	No. Of PGs	No. Of HHs
1	Existing/Old		
2	Newly formed		
3	Account Opening Status		
4	Received Basic Training (No of PGs)		
5	Received Advance Training (No of PGs)		
6	Fund Transferred (No of PGs)		
7	Production initiated (No of PGs)		
8	Linkage with PC		
9	Share Capital generation and submission to PC		
10	Total Sales Generated (Amount)		-
11	VRP Placed (No of PGs)		-
12	Convergence support with any Govt. Scheme		

Remarks/Support required if any:

Signature
Report Prepared by (NF Manager/YP)

Signature
Report reviewed by (DPM)