



# 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.brllps.in

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### Office Order

#### **Guideline for Livelihoods Investment Fund - 2<sup>nd</sup> Tranche ( LIF -II ) under Satat Jeevikoparjan Yojana (SJY)**

The "Livelihoods Financing" component under SJY is providing financial assistance to the endorsed households for sustainable livelihoods activities. A guideline for "Livelihood Investment Fund" has been issued earlier through office order BRLPS/Proj-M&E-SLY/1373/18/1399 dated 25.07.2018.

Keeping in view of additional capitalization requirement of endorsed households for expansion and diversification of livelihood activities, *the underneath office order details out the process of LIF – 2<sup>nd</sup> Tranche for the Targeted Households duly endorsed by Village Organization under SJY.*

#### **Livelihood Investment Fund (LIF) - 2<sup>nd</sup> Tranche**

In order to facilitate expansion and diversification of livelihoods at household level, the project will provide 2<sup>nd</sup> tranche of LIF. For LIF – 2<sup>nd</sup> Tranche, the first and foremost requirement is to analyze the current status of the livelihood activities.

The trained Master Resource Persons (MRPs) will prepare an investment plan of the households. The steps are mentioned below:

- Step 1: Individual household visit by MRP for Livelihoods 2<sup>nd</sup> Tranche .

The purpose of the special home visit is to assess the existing resource available at household level and facilitate the household to select the livelihoods option. The MRP will fill the investment plan/Micro Plan.

*The format for micro plan (LIF – 2<sup>nd</sup> tranche) has been attached as **Annexure 1.***

- Step 2: Recommendation for LIF – 2<sup>nd</sup> tranche by Village Organization

The MRPs will present the micro plan (MP) of households in the VO meeting. The VO will verify the livelihoods option selected by the households and *recommend the Micro-Plan for LIF -2<sup>nd</sup> Tranche.*

*The format for VO recommendation on micro plan (LIF – 2<sup>nd</sup> tranche) has been attached as **Annexure 1 (format-2).***

Note:

- For LIF - 2<sup>nd</sup> Tranche the endorsed households may select multiple livelihoods options at the same time. The Households may opt for Enterprise + Livestock or Enterprise + Farm or any two livelihoods within same or other category. The households may opt for expansion of existing livelihood activity.
- Only in the case of LIF-2<sup>nd</sup> Tranche, the Endorsed Households will contribute 10% and the remaining 90% of the demand will be transferred to the households by the endorsing Village Organization in their Bank Account.
- The concern CC/AC under the supervision of BPM will closely facilitate the entire process and support MRPs and Village Organisations to complete the process within timeline.

Under the provision of Livelihoods Investment Fund, the productive assets loss during the COVID-19 pandemic will be considered under "Special Tranche" and the VO to give requirement up to Rs. 30,000/- to support the HHs for the livelihood activities. The Annexure-1 to be used for the requisition. The DPCU will transfer the special tranche amount to the endorsing VO. The VO will follow the procurement guideline and complete the process of assets transfer to the HHs.

**Timeline for Micro Plan - II preparation and disbursement of LIF – 2<sup>nd</sup> Tranche:**

The BPIU will facilitate the entire process and conduct LCM within 7 days of receiving the requisition from the Village Organisations. The format for BPIU recommendation on micro plan (LIF – 2<sup>nd</sup> tranche) has been attached as **Annexure 2**.

The DPCU will transfer the LIF amount to the Village organization. Further the Village Organisation will submit Utilisation Certificate within timeline. The household would procure the asset/utilise the amount. The concern MRPs and other cadres will assist the households in establishment and procurement under the supervision of BPIU.

<b>Activities</b>	<b>Timeline</b>	<b>Responsibility</b>
a. Micro-Plan and VO recommendation	Immediately after BPIU level orientation of MRPs	Concern CC / AC
b. MIS entry of MP - II by MRP	within 3 days of MP-II completion	SJY Dist. Nodal
c. Submission of Micro-Plan - II to BPIU	Within 3 days of VO recommendation	Concern CC / AC
d. Recommendation from BPIU	within 7 days of VO requisition	BPM
e. Fund transfer to the endorsing VO from DPCU with a copy to BPIU	within 7 days of BPIU recommendation	DPM
f. Fund transfer to Households from VO	Special meeting within 7 days after receiving the amount	BPM/AC/CC
g. Utilisation Certificate submission	Within 45 days	BPM

Disbursement of LIF-II tranche to the households will be contingent upon completion of mandatory triggers. Based on the selected sector/activity for livelihood investment, the tranche amounts and mandatory triggers are tabulated below :-

**Triggers for fund disbursement of Livelihood Investment Fund -2<sup>nd</sup> Tranche**

Sl.	Livelihoods option selected by household	2 <sup>nd</sup> Tranche (up to max. INR)	Trigger for 2 <sup>nd</sup> Tranche
1	<b>Micro Enterprise</b>	<p><b>Option 1: Enterprise Expansion / Diversification</b> Rs. 30,000</p> <p><b>Option 2: Livestock</b> 1.Goatery – Rs. 16,000 2.Poultry – Rs. 5,000 3.Dairy – Rs. 50,000 <i>(HH can select any two of the 3 Livestock options)</i></p> <p><b>Option 3: Agriculture /Farm Livelihood (Land Leasing / Crop cultivation)</b> Rs. 20,000</p>	<ul style="list-style-type: none"> <li>• Profile entry of household.</li> <li>• Micro Plan-II has been approved by the Village Organisation</li> <li>• Minimum 80% utilization of LIF.</li> <li>• HH received training.</li> </ul>
<p><b>Note :</b></p> <p>1.The amount should be utilized for fixed asset/ stock purchase /working capital for the business. 2. Fixed asset should include structure to make the livelihood resilient for a longer period 3.<b>Mandatory criteria:</b> Micro Enterprise to be set-up as per the <b>annexure-5 of office order issued vide: BRLPS/Proj-SJY/1552/19/1665 dated : 17/09/2020</b></p>			
2	<b>Livestock</b>	<p><b>Option 1: Micro Enterprise</b> Rs.30,000</p> <p><b>Option 2: Livestock based Livelihood Expansion / Diversification</b> 1.Goatery – Rs. 16,000 2.Poultry – Rs. 5,000 3.Dairy – Rs. 50,000 <i>(HH can select any two of the 3 Livestock options)</i></p> <p><b>Option 3: Agriculture /Farm Livelihood (Land Leasing / Crop cultivation)</b> Rs. 20,000</p>	<ul style="list-style-type: none"> <li>• Profile entry of household.</li> <li>• Micro Plan-II has been approved by the Village Organisation</li> <li>• Minimum 80% utilization of LIF.</li> <li>• HH received training.</li> </ul>
<p><b>Note:</b></p> <p>1. In Livestock the amount should be utilized for Livestock procurement, Fixed asset and stock for livestock management and other livelivstock activites. 2. Fixed asset include housing structure and other assets for livestock management. 3. Convergence with MGNREGA to be faciliated.</p>			

Sl.	Livelihoods option selected by household	2 <sup>nd</sup> Tranche (up to max. INR)	Trigger for 2 <sup>nd</sup> Tranche
3	<b>Farm /Agriculture</b>	<b>Option 1: Enterprise Expansion / Diversification</b> Rs. 30,000	<ul style="list-style-type: none"> <li>• Profile entry of household.</li> <li>• Micro Plan-II has been approved by the Village Organisation</li> <li>• Minimum 80% utilization of LIF.</li> <li>• HH received training.</li> </ul>
<b>Option 2: Livestock</b> 1.Goatery – Rs. 16,000 2.Poultry – Rs. 5,000 3.Dairy – Rs. 50,000 (HH can select any two of the 3 Livestock options)			
<b>Option 3: Agriculture /Farm based Livelihood Expansion or Diversification</b> (Land Leasing / Crop cultivation) Rs. 20,000			
<b>Note:</b> The amount should be utilized for Land leasing or purchase of agri.-input & equipment for crop cultivation and other agri activities.			

#### The District Project Unit to ensure:

1. Orientation of Project staffs, MRP and Village Organizations.
2. Adherence to the timeline mentioned in the order.
3. Printing of Micro Planning format (MP - II) within 30 days of the order and ensure no gap between endorsement and livelihoods micro planning. Procurement norms of BRLPS should be followed for printing of format. Meanwhile district can use photocopy of the format for micro planning and initiate the process.
4. All Micro Plan to punch in MIS.
5. Timely collection of UCs of LIF & LGAF within timeline.
6. All financial transaction to be recorded properly in Books of Records. The Block accountant will verify the CBOs Books of Records with the support from Manager-CF.
7. The Procurement Manager will ensure timely procurement at the VO level and prepare 25 best case studies with the support of Manager-Communication. The same to be submitted in printed form.

## **Expenses and Budgetary Provisions for all 38 Districts**

<b>S.N.</b>	<b>Heads</b>	<b>Unit</b>	<b>Remarks</b>
1.	One day non – residential Orientation of Project Staffs on the office order	Maximum batch size should be 25. <i>Participants:</i> BPIU staffs, BRP, DRP, TO and other staffs engage in SJY implementation.	The Expenditures will be booked under BTDP/NRLM/NRETP head, Non Residential Training of the Project Staffs.
2.	One day Orientation of SJY-MRPs on LIF, Micro-Planning & MIS	Maximum batch size should be 25.	As per the unit cost of JEEVIKA, the expenditure will be booked under BTDP/ NRLM/NRETP head, non- residential training of community cadres.
3.	Printing / Photocopy of all formats	Per Village organisation	The DPCU to ensure printing / photocopy of all formats. All formats to be made available to the MRPs. The expenditure to be booked under BTDP/NRLM/NRETP.

*The DPMs/ In Charge are hereby directed to facilitate the entire process and ensure quality work under SJY and review the program on weekly basis.*



**(Balamurugan D.)**

Chief Executive Officer-Cum-State Mission Director

### **Encl.**

Annexure 1 & 2

### **Copy to:**

All DPMs/ FMs / SJY District Nodals / BPMs.

All SPMU officials

IT Section /Concerned File

Annexure-1 : सतत् जीविकोपार्जन योजना- लक्षित परिवारों की आजीविका योजना ( द्वितीय किस्त )

प्रपत्र "1" : मूलभूत जानकारी

ग्राम संगठन का नाम : ..... पंचायत : ..... प्रखंड : .....

ग्राम संगठन का बैंक का नाम एवं पता : ..... बैंक का IFSC कोड : .....

ग्राम संगठन का बैंक खाता संख्या : .....

परिवार की जीविकोपार्जन से सम्बंधित गतिविधि की वर्तमान प्रगति				
क्र.सं	लक्षित परिवार का नाम	LIF प्रथम किस्त की 80 % राशि का उपयोग (हाँ / नहीं)	परिवार का प्रशिक्षण हो चुका है (हाँ / नहीं)	लक्षित परिवार का प्रोफाइल MIS में दर्ज है (हाँ / नहीं)
1				
2				
3				
4				
5				

नोट: लक्षित परिवार की संख्या अधिक होने पर अलग से सूची लगाये।

मास्टर रिसोर्स पर्सन का नाम एवं हस्ताक्षर

ग्रा. स. सचिव का नाम एवं हस्ताक्षर

ग्रा. स. अध्यक्ष का नाम एवं हस्ताक्षर

संबन्धित परियोजना कर्मी का हस्ताक्षर

**प्रपत्र "2" : लक्षित परिवारों की जीविकोपार्जन सम्बंधित मांग एवं ग्राम संगठन की अनुशंसा**

क्र.सं	लक्षित परिवार का नाम	जीविकोपार्जन सम्बंधित मांग						राशि की मांग			ग्राम संगठन की अनुशंसा (हाँ / नहीं)
		माइक्रो एंटरप्राइज/ व्यापार	पशुपालन (संख्या में लिखें)			कृषि (लिखें)		(1) कुल राशि की मांग	(2) लक्षित परिवार द्वारा अंशदान	(3=1-2) परियोजना से मांग	
			कौन सा व्यापार	बकरी	मुर्गी पालन	गव्य	बटैया पर खेत लेंगे				
1											
2											
3											
4											
5											

नोट: लक्षित परिवार की संख्या अधिक होने पर अलग से सूची लगाये।

मास्टर रिसोर्स पर्सन का नाम एवं हस्ताक्षर

ग्रा. स. सचिव का नाम एवं हस्ताक्षर

ग्रा. स. अध्यक्ष का नाम एवं हस्ताक्षर

संबन्धित परियोजना कर्मी का हस्ताक्षर

Annexure-2

SJY योजना के तहत प्रखंड इकाई द्वारा आजीविका योजना (द्वितीय किशत ) का अनुशंसा एवं जिला इकाई द्वारा राशि के अंतरण हेतु प्रपत्र

प्रखंड : ..... जिला : .....

क्रं. स.	ग्राम संगठन का नाम	पंचायत	कुल परिवारों की संख्या जिनका द्वितीय किशत हेतु मांग तैयार हुआ है	ग्राम संगठन का बैंक एवं का नाम एवं पता	बैंक का IFSC कोड	ग्राम संगठन का बैंक खाता संख्या	जीविकोपार्जन निवेश निधि द्वितीय किशत के तहत परियोजना से कुल राशि (रु०) की मांग

अनुलग्नक : सतत् जीविकोपार्जन योजना के अंतर्गत द्वितीय किशत की मांग करने वाले लक्षित परिवारों की सूची

प्रखंड परियोजना प्रबंधक का नाम एवं हस्ताक्षर

दिनांक

