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ADDENDUM TO SYSTEM OF WHEAT INTENSIFICATION GUIDELINES

1. One day training to BPIU staffs in BPIU office by Manager Livelihoods / Livelihoods Specialist / BPMs trained at SPMU / ACs trained at SPMU (Training Aid : SWI Audio Visual & MP format fill up and demonstration of form filling up).
2. One day orientation of Community Cadre in each block in BPIU office by Manager Livelihoods / Livelihoods Specialist / Experienced team member of BPIU who has done good SRI & SWI in his/her village/cluster or Specialized VRPs or Best Practicing Farmers
- a. Community Cadre are VRPs / CMs / VO Book Keeper / potential expert SHG Member.**
3. During this one day orientation of Community Cadre at BPIU office; Micro Planning format and instruction sheet for VRP (in Hindi) should be distributed.
4. This Micro-planning format may be used by VRP (where dedicated VRP is available), CM or Book Keeper or potential expert SHG member (where VRP is not identified or absent or not equipped with adequate capacity).
5. Where SHG members are demanding for SWI or BPIU team members are interested to take up SWI in their villages (where VO is also not formed, hence VRP is not identified and trained or VO does not have a Bank Account), SWI can also be implemented in SHGs and the Micro-plans can be done through the CM.
6. The Micro-planning will be undertaken in those SHGs, where SHGs have bank account.
7. In the Micro-planning month (October 2011 for SWI), Community Cadre will undertake the Micro-plan for SWI in the SHGs and compile at the VO / Village and deposit community contribution in VO / SHGs.
8. The Community Contribution will be deposited in the VO / SHGs, then the office bearers of the VO / SHGs will provide a certification on MP has been completed and amount of contribution deposited with them (VO / SHGs).
9. The certification and compiled MP format at VO or SHGs will be submitted to the concerned CCs / ACs. Then the Community Cadre will be eligible for payment of service charge.
10. The Community Cadre will get Rs. 4/- per Kattha for conducting MP as service charge.
11. The VO support for SWI per SHG member is upto 10 Katthas.
12. If one SHG member will undertake SWI in 15 Katthas of land, then the SHG member will bear all the cost for 5 Katthas of land. The SHG member will get VO support for 10 Katthas only.
13. For example; (Let's say in Muzaffarpur) Community Cadre (VRP / CM / VO Book Keeper / Potential Expert SHG Member) have undertaken SWI Micro-plan with 50 SHG members with 250 Katthas of land and mobilized community contribution Rs. 50 per Kattha, then her/his service charge for this service will be 250 Kattha X Rs. 4/- = Rs. 1000/-.

CA
22/11/2011

14. The district wise community contribution per Kattha of SWI is mentioned below;

District	Nalanda	Gaya	Khagaria	Purnea	Madhubani	Muzaffarpur	Madhepura	Supaul	Saharsa
1 Acre	32	27	22.75	24.75	22	22	24.3	24.3	24.3
Per Acre Cost	1509	1509	1509	1509	1509	1509	1509	1509	1509
Per Kattha Cost	47.16	55.89	66.33	60.97	68.59	68.59	62.10	62.10	62.10
Approx. Amount	45	55	65	60	65	65	60	60	60
Community Contribution	30	40	50	45	50	50	45	45	45
VO Contribution	15	15	15	15	15	15	15	15	15

15. The Community Coordinator, Area Coordinator, Block Project Manager will undertake concurrent validation during the Micro-Plan conducted in the SHGs, Community Contribution deposited in VO / SHG (SHG-where VO is not formed or VO is formed and not having Bank Account) and compilation done at the VO / SHG level (SHG level-where VO is not formed or VO is formed and not having Bank Account).
16. The Service Charge should be paid from VO (where VO is formed and have a bank account) or from BPIU (where VO is not formed or VO is formed but bank account has not been opened).
17. The Service charge for the Micro-plan should be paid through A/c payee cheque or bearer cheque (if bank account is not opened for the concerned Community Cadre).
18. The Service Charge for Micro-planning will be paid to the Community Cadre 5 days after the submission of compiled Micro-plans with the CC / AC.
19. The Service Charge will be paid from the Community Contribution mobilized in the VO, which will be reimbursed from the BPIUs later and adjusted from the VRP service charge budget under SWI.
20. The SWI is for 7 months and the service charge will be paid for MP month (October) + 6 months. These seven months will be from October to April.
21. The regular VRP service charge will be paid in the first fortnight meeting of the VO. This VRP service charge will be from November to April.
22. The regular VRP service charge is as follows;

Category of Farmers	Category of Land	VRP Service Charge per Month
SC / ST	Lease Land / Sharecropping	Rs. 35/-
SC / ST	Own Land	Rs. 30/-
BC / EBC	Lease / Own / Sharecropping	Rs. 25/-
General	Lease / Own / Sharecropping	Rs. 20/-

23. Before this first fortnight VO meeting, the Livelihood Committee Members should do the quality check of the VRP work.
24. The service charge of VRPs, who are working on SRI, their service charge have been calculated for 8 months. The VRPs, who will be working on SWI will be separately calculated for "MP month + 6 months" i.e., MP month is October + November to April. There may be overlapping of service charge of VRPs for 1-2 months, where same VRP is used for both SRI and SWI.

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25. The CVM team (Cross Verification Mechanism) will be used for 100% quality sowing for SWI and their service charge will be paid as per the CVM service charge which is as follows;

Category of Farmers	Category of Land	Service Charge of CVM team member per Month
SC / ST	Lease Land / Sharecropping	Rs. 40/-
SC / ST	Own Land	Rs. 35/-
BC / EBC	Lease / Own / Sharecropping	Rs. 30/-
General	Lease / Own / Sharecropping	Rs. 25/-

The CVM team member's service charge is Rs. 5/- more than the Service Charge received by VRPs. Because the CVM team members are visiting outside their own village and in a single crop cycle such as (SRI or SWI or SMI or etc.) the CVM team members will get the assignment for 3 times (maximum). The CVM team comprises a VRP and 2 Best Practising Farmers. The timing will be (1) after transplantation in case of SRI or after sowing in case of SWI (2) Tilling stage (3) Yield Assessment Stage. The actual travel cost (to & fro) will be given extra.

26. The Skilled Extension Workers, who will be identified through CVM process will be used for training and quality support and monitoring of the VRPs under them. There will be around 10 VRPs under one SEW.
27. The SEW is a staff of upcoming Cluster Level Federation. Till the time, the CLF is formed, nurtured and has a bank account; s/he will get the service charge from BPIU.
28. The Service Charge of the SEW will be Rs. 5/- per farmer. The approximate service charge amount of SEW will be Rs. 2500/- per month.
29. Let's say, a Skilled Extension Worker manages 10 VRPs (under 10 VRPs, there are 500 SHG members or farmers, who are undertaking agriculture intervention), he/she will get Rs. 5/-X500 farmers=Rs. 2500/- per month. The SEW should ensure at least 4-5 crops to be adopted by 500 SHG members through System of Crop Intensification (SCI) methodology.
30. Apart from supporting and monitoring 10 other VRPs, s/he will be also working in her/his village and handholding a new VRP, which has been identified by the VO.
31. After one cropping season, the new VRP who has been identified in the SEW village / VO, will work independently, after the VO & SEW certified the capacity of the new VRP.
32. The Livelihoods CIF for SWI will be disbursed to VOs, where VO is formed and has bank account.
33. The VRP service charge, CVM team service charge, kisan days cost, cluster adhibesan cost, etc. will be disbursed to the VOs, where VO is formed and has bank account.
34. The Livelihoods CIF for SWI will be disbursed to SHGs, where VO is not formed or VO is formed but doesn't have bank account.
35. Where the Livelihoods CIF for SWI has been directly disbursed to the SHGs; in that case; the unspent / balance Livelihoods CIF will be returned to the VO after formation of the VO & bank account opened for the VO.
36. The VRP service charge, CVM team service charge, kisan days cost will be paid from BPIUs, where VO is not formed or VO is formed and doesn't have bank account.
37. A Procurement Committee will be formed at the district level comprising District Project Manager, Manager-Livelihoods, Manager-Finance, 2 Block Project Managers (where agriculture intervention has been outstanding with highest acreage), one VO Procurement Committee Member per Block.
38. After Micro-planning submitted at the DPCU, a procurement committee meeting will be held to develop an agriculture input procurement plan and time of procurement of particular inputs and a procurement schedule with timeline will be developed and circulated to all the VOs / SHGs (in case of VO not formed) and BPIUs.

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22/11/2011

39. The DPM, Manager-Livelihoods, Manager-Finance & 2 BPMs will visit all the BPIUs separately or jointly (2 members) and share the agriculture input procurement plan and time of procurement of particular inputs and a procurement schedule with timeline to all the CCs, ACs & BPM of that block. All the CCs, ACs & BPM should have the agriculture input procurement plan and time of procurement of particular inputs and a procurement schedule with timeline. The BPM is responsible for organizing the meeting.
40. The seven VO procurement committee members will visit all the clusters of a block independently or jointly (not more than 2 members depending on capacity) and share the agriculture input procurement plan and time of procurement of particular inputs and a procurement schedule with timeline to all the Procurement Committee Members, office bearers & VO office bearers of the clusters. All the VOs should have the agriculture input procurement plan and time of procurement of particular inputs and a procurement schedule with timeline. The Area Coordinator will be responsible for organizing the meeting.
41. These seven VO procurement committee members will be paid Rs. 150/- per meeting (one day meeting) apart from actual Travelling Allowance and fooding from the BPIU.
42. All the suppliers will be invited on a fixed date for a presentation of the cost / rate of agriculture input which they are selling. In this meeting at least 5 VO Procurement committee members of the 5 different VOs in a particular BPIU of all the BPIUs will attend along with their BPMs. This procurement committee meeting will be held in DPCU, where District Project Manager, Manager-Livelihoods, Manager-Finance will also be present.
43. The rate chart will be finalized (along with transportation, which is a variable cost) and will be circulated to all the VOs and SHGs (where VO is not formed). The same rate chart will be available in the BPIU and DPCU.
44. The rate chart (along with transportation cost, which is a variable cost) will be shared with all the CCs, ACs in their BPIUs by the BPMs. The BPM will be responsible for organizing the meeting and ensure all the JEEVIKA team members i.e., CCs & ACs have the information and should have the rate chart.
45. The rate chart (along with transportation cost, which is a variable cost) will be shared with all the VO Procurement Committee Members, Office Bearers & VO Book Keepers in their procurement meeting organized at the cluster level by the 5 procurement committee members, who are part of rate chart preparation. The AC will be responsible for organizing the meeting and ensuring that all the VO Procurement Committee Members, Office Bearers & VO Book Keeper have the information and the rate chart.
46. These 5 Procurement Committee Members who will impart the training on rate chart will be paid Rs. 150/- per training (one day training) apart from actual Travelling Allowance and fooding from BPIU.
47. As per the procurement schedule and timeline, review meeting of the procurement committee will be held in 7 days interval as per the agriculture input procurement need.
48. The SHG members, who are participating in the SWI; can inform or ask any non / late procurement or discrepancy in the procurement to the District Project Manager. Therefore, in the rate chart the telephone number of all the procurement committee members will be mentioned.
49. The BPIU will print and provide the SWI VRP registers to VOs / SHGs (where VO is not formed) which will be adjusted from the approved CID budget of the VO stationery for SWI.

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22/11/2011

50. The BPIU will maintain all the VRP register information such as details of SHG members, land available for cultivation, land allocated for SWI, SHG members contribution, VO contribution, date of input supplies, date of seed treatment, date of first weeding-first irrigation-vermi compost-fertilizer application, tiller population in different dates/duration, panicle population in different dates/duration, grains per panicle from 5 samples and yield in the EXCEL SHEET till the MIS is designed.
51. The DPCU will have the compiled excel sheet of these information on a monthly basis on the progress made on SWI / Agriculture Intervention by each BPIU.


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