



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society**  
**State Rural Livelihoods Mission, Bihar**



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### Office Order towards Working with Block Federations

The support to 61 WDC promoted block federations was started in July 2014. For the purpose, DPCU did MoUs with 61 block federations. The federation of Raghapur, Vaishali district was added in 2015. These federations are nurtured by BRLPS and society will continue the support to Block Federations. At this point in time, it is also important to take stock of the performance of federations and accordingly release any pending HR and administrative dues to these federations. The detailed guideline on working with the block federation can be summarized below as-

1. The district will release fund to the block federation based on the indent from the federation and clear all dues permissible till March'16 by 30<sup>th</sup> July'16. The detailed minutes and specific timeline is attached. Based on the performance, fund will be released to federations.
2. The review will be done on parameters such as, submission of profiles of SHGs, photocopy of bank passbook, document preparation of saving and credit linkage and new SHG formation according to the ToR.
3. In the period of April'16 to June'16, the block federation will submit a progression report on all the activities being carried out by them. And on the basis of performance and review, permissible cost will be release to block federations as per the old cost norm.
4. The block federation will work according to the block AAP from now onwards. In the rolling out of AAP through block federation, there should be a proper coordination, support, orientation and training from the BPIU to block federation. There should be a joint meeting of BPIU and Federation staffs fortnightly to minimize the communication gap. In the bank linkage and convergence with govt. schemes, BPIU will provide support to BLF. BPIU will ensure and provide the relevant documents to BLF for bank linkage. And BLF will ensure the submission of filled application at BPIU for further process at the block level. The block federation will get the permissible cost as per the financial protocol of JEEVIKA from July'16 onwards.
5. BLF which has not signed 2<sup>nd</sup> MoU (between July '15 to March'16) will be reviewed on the targets mentioned in the first MoU. And the payments will be released accordingly.
6. Validation of BLF promoted SHGs to be completed by July' 16 through joint effort of BPIU and federation. After validation of group, grading will take place and report will be submitted to the BPIU.
7. It has also been decided that there will be a similar institutional and cadre structure as JEEVIKA is having across districts. Thus, accordingly, block federations will form VO and shift cadre from

the existing pool of cadre to CM at the SHG level as per cadre protocols of JEEViKA. If there is VO already formed by federations following JEEViKA structure, they will also shift cadre following JEEViKA cadre policy and selection process. The BPIU will ensure the proper role out of cadre policy i.e. Community Mobilisers and VO Bookkeeper at block federations. This needs to be completed by July'16.

8. After shifting/ selection of cadre at SHG and VO level, federation will finalize the block federation staff. The details of BLF staffs is as follows :
  - a. Bank Branch with more than 50 SHGs a/c: 1 Bankmitra.
  - b. 1 FDE (Federation development Executive).
  - c. 1 Master Bookkeeper
  - d. 1 CEO/ Master Trainer.
  - e. 15-20 VO: 1 CF (cluster facilitator)
9. The Manager-ICB/ TO will orient federation members on different cadre policies with special emphasis on eligibility and selection process. BPIU representative will ensure the proper selection/ shifting of cadre as per policy. The selection and placement of new cadre needs to be completed by August'16.
10. The mapping exercise was conducted by BPIU and based on the exercise; working area of block federation will be mutually finalized. Federation working area should be their present working villages. If in a village there are both JEEViKA and Federation SHGs, decision should be made based on which has promoted more than 50% of the SHGs. The ideal size for the block federation to operational is 800-900 SHGs.
11. There may be CLFs in a block, where there is block federation. It depends on the no. of SHGs to be formed in a block. If the block federation has already 800-900 SHGs and there is potential of new SHGs formation and village opening, it should be the responsibility of BPIU. After proper defining of working villages, the activities like placement of CM at the SHG level, rolling out of block AAP should be given to the block federation. Orientation of federation BoD on JEEViKA block level Annual Action Plan (AAP) needs to be completed by July'16.
12. The different thematic managers in district will orient the members of block federation on various thematic interventions as per the need. In the next 1-2 months, exposure visit of president, FDE and concerned BPM will be done in BRLP districts so that CLF level leanings can be given to the block federations. Manger-ICB/ TO will endure this.
13. DPCU will ensure rolling out of books of accounts at SHG, VO and block federation. This needs to be completed by August'16. Manager-CF/ MF will ensure this.
14. If there are potential CRPs in the block federation, they should be identified by the federation and list to be submitted to BPIU. Further they will be oriented and trained by BPIU/ DPCU and will work on maintaining the quality of CBOs in the area of block federation.

15. BPIU will also recommend DPCU for ICF and RF support to SHGs. As per the fund availability, DPCU will provide RF and differential amount of ICF to federation promoted SHGs. In this light, BPM participation in BLF monthly BoD meeting, cadre review meeting, training etc. is necessary. Before disbursement of CIF and CID, an agreement needs to be done as per the financial protocol of JEEViKA.

All DPMs are directed to speed up the settlement of previous agreement and start working with the block federation in more meaningful manner.



(Balamurugan D.)

Chief Executive Officer-Cum-State Mission Director

Copy to:

1. All DPMs/ Thematic Managers/ FMs/ Manager-ICBs/ TOs.
2. All PCs/ SPMs/ SFMs/ PMs/ AFMs.
3. OSD/ Director/ CFO/ PS/ PO/ AO.
4. All Block Federations.
5. IT Section.
6. Concerned File.