Ref.: BRLPs/Project/463/13/Vol-II/1367   Date : 18-07-19

OFFICE ORDER

Guideline for Procurement of Smart Phone for roll out of Pashu Sakhi Application and provision of incentive to BK/MBK for updation of Goat PG/Nodal VO Books of records.

1. Pashu Sakhi Application (Introduction):

Currently BRLPS is working on Pashu Sakhi Intervention having outreach in 11 Districts in which 413 Pashu Sakhis are working for enhancing the income of 27000 HHs through preventive and productivity enhancing services. Further, theme is planning to cover 1.5 Lakh HHs through 1500 Pashu Sakhis, Taking into consideration the scaling of intervention, there is need for collecting data of activities and services provided by Pashu Sakhi for monitoring overall Progress. For this, Livestock theme has developed Pashu Sakhi Mobile application in collaboration with National Informatics Center (NIC) under the unit of Digital governance and Research Center, Patna. This Application includes different Modules, such as

a. Goat Kidding and Mortality
b. Services provided by Pashu Sakhis through community contribution like Vaccination, Deworming, etc.
c. Services provided through Project fund such as Azolla pit construction, Improved Feeding practices, etc.
d. Income generation details of Household.
e. Payment status of Pashu Sakhi.

For capturing the data through Application, there is need of Android Smart Phone to be provided to the Pashu Sakhis. Office Order BRLPS/Project/463/13/1042 dated 31.05.2017 (Revised policy note of Goat producer group) provides purchase of Smart Phone for the use by Pashu Sakhis.

2. Process:

a) Phase wise procurement of Smart Phone-

- **Phase 1-**Initially, it is necessary to assess the Number of Pashu Sakhis (Block-wise) who can operate Android-based applications easily. Manager/In-charge/YP- Livestock would be responsible for this assessment. In the 1st phase, Smart Phones should be procured only for such identified Pashu Sakhis. Remaining Pashu Sakhis would also learn to capture data in Application through this procured Smart Phones.

- **Phase 2-** Further procurement can be done in 2nd Phase for remaining Pashu Sakhis considering their adaptability to the use of Android-based Pashu Sakhi Application.

b) Purchase of Smart Phone-

- As per office order BRLPS/Project/463/13/1042 dated 31.05.2017 (Revised policy note of Goat Producer Group), there is a provision of Smart Phone to be purchased under CID component (Sr .no13.5).
- The Smart Phone would be purchased through Community Procurement Guidelines in compliance with Specifications provided in **Annexure I (Specifications for purchase of Smart Phone for Pashu Sakhi Application).**

c) Documentation-

- The whole procurement processes should be recorded in the PG minute's copy.
- Each purchased Smart Phone details should be documented in the format provided in **Annexure 2 (स्मार्टफोन (मोबाइल) विवरण एव उपयोग संबंधित दिशानिर्देश)** with two copies, one should be maintained at PG level and the other one would be provided to the Pashu Sakhi.

d) Provision of Data Recharge-

- Upper limit data recharge for a Pashu Sakhi would be Rs. 100/Month.
- Recharge amount would be claimed by attaching **Annexure 3 (मोबाइल रिचार्ज विवरण - पशुसखी मोबाइल एप्लीकेशन के लिए)** with Honorarium Sheet.
- This data recharge expenses would be booked under the head of Pashu Sakhi Payment.(BRLPS/Project/463/13/1042 dated 31.05.2017 -Revised policy note of Goat producer group)

e) Physical verification of Smart Phone-

- Team of DPCU and BPIU staff would be formed for half-yearly Physical verification of Smart Phones; this team would validate Smart Phones with Annexure I available at PG and submit a report to DPM. Thereafter DPM will share compiled report with the SPM livestock.

3. Roles and Responsibilities-

1. Procurement Manager/In- charge would brief the Block team on Mobile Procurement under community procurement guidelines.

2. BPIU staff (BPM/ AC/CC) - would facilitate PG Members in understanding required specifications for purchase of the Smart Phone under community procurement guideline process.

3. Procurement Manager/In-charge and Manager/In charge/YP-Livestock would monitor the whole procurement process of each PG/Nodal VO and ensure compliance with provided specifications and other documentation such as Annexure 2.

Incentive to BK/MBK for Goat PG/Nodal VO BoR (Books of record) maintenance

- Goat Intervention is being implemented through Goat PG/Nodal VO in 15 Districts. It is mandatory to record regular financial transactions of Goat intervention in Goat PG/Nodal VO. Looking at this need, Goat PG/Nodal VO may take services of trained MBKs/BKs and ensure roll out and updation of following Books –
  1. Minutes Book
  2. Cash Book.
  3. Ledger Book.
  4. Stock Register.

- For providing this service, **Rs. 100/Month/PG would be given as incentive** for maintaining above mentioned BoR (Books Of record) at Goat PG/Nodal VO which may increase in future as per project need. This expense can be booked under miscellaneous head of PG Budget (BRLPS/Project/463/13/1042 dated 31.05.2017 - Revised policy note of Goat producer group).

Important note-BK/MBK would maintain above-mentioned records while program related BoR such as Pashu Sakhi register, mortality register, etc. would be maintained by Pashu Sakhi.

Enclosures-

1) **Annexure-1 - Specifications for purchase of Smart Phone for Pashu Sakhi Application**

2) **Annexure-2- स्मार्टफोन (मोबाइल) विवरण एव उपयोग संबंधित दिशानिर्देश**

3) **Annexure-3- मोबाइल रिचार्ज विवरण (पशुसखी मोबाइल एप्लीकेशन के लिए)**

(Balamurugan D.)
(CEO -cum- State Mission Director)

Copy to-

1. **Director/OSD/AO/CFO/PL/PS/PO**
2. **All SPM`s & PM`s**
3. **All DPM`s/In-charge, All thematic Manager/In-charge, All YP`s.**
4. **All BPM`s/In-charge.**
5. **Concerned file**
6. **IT Section**

Specifications for purchase of Smart Phone for Pashu Sakhi Application

Operating system	□ Android Operating system with 7.0 Nougat version or above.
Screen resolution	□ Min 800×480 or better. □ Multi-touch. □ TFT capacitive touch screen.
Screen size	□ Min 5`` or more.
Device RAM size	□ Min 2 GB.
Processor	□ Min Quad-core processor of 1.3Ghz or Higher.
Battery	□ Min 2800 mAh. □ Expected battery life that can last an entire working day.
connectivity	□ 2G, 3G, 4G, Wi-Fi. □ Micro USB connectivity. □ Bluetooth connectivity.
Internal storage	□ Min 16 GB.
External storage	□ 32 GB or higher.
Unicode	□ Supports Unicode for English and **all regional languages script/font**.
camera	□ Min 5 Megapixel rear camera or above.
warranty	□ Min 1 year device warranty or more.
Mobile company	□ Any Reputed company with good Brand value such as Samsung, LG, Motorola, Xiaomi (Redmi, MI series) , Asus, Lenovo, etc.

Important Note- Screen Guard and Dustproof cover should also be purchased within Smart Phone budgetary provisions.

☐ पशुसखी कॉपी   ☐ पी. जी/नोडल वी.ओ कॉपी

स्मार्टफोन (मोबाइल) विवरण एव उपयोग संबंधित दिशानिर्देश

जिला	
ब्लॉक	
पि.जी (प्रोड्यूसर ग्रुप)/नोडल V.O का नाम	
मोबाइल कंपनी का नाम	
मोबाइल मॉडल नंबर/नाम	
मोबाइल की कीमत और बिल नंबर	
दुकान का नाम एव पता	
मोबाइल खरीद की तिथि/दिनांक	
IMEI no-1 and 2 (press *#06# on keypad)	

(सभी जानकारी अनिवार्य है)

१) स्मार्टफोन का स्वामित्व हमेशा पी.जी/नोडल वी.ओ (प्रोड्यूसर ग्रुप/ नोडल ग्राम संगठन) का रहेगा |

२) स्मार्टफोन का उपयोग पशुसखी द्वारा उपयुक्त प्रयोजन (पशुसखी मोबाइल एप्लीकेशन) के लिए ही किया जायेगा |

३) स्मार्टफोन के लिए स्क्रीन प्रोटेक्टर और डस्ट प्रूफ पाउच का इस्तेमाल पशुसखी द्वारा किया जाएगा |

४) किसी भी टूट-फूट या खराबी से बचने के लिए स्मार्टफोन को बच्चों से दूर रखे |

५) यदि स्मार्टफोन की मरम्मत की जरूरत है, तो पी. जी/नोडल वी.ओ के ओ.बी (ऑफिस बेयरर) सदस्य को सूचित करना होगा और उसके बाद ही मरम्मत करनी होगी |

६) यदि मरम्मत की लागत खरीद मूल्य के आधे से अधिक है, तो उस स्थिति में स्मार्टफोन की मरम्मत नहीं की जानी चाहिए |

७) स्मार्टफोन खोने या चोरी होने की स्थिति में, पी.जी/वि.ओ में सूचित कर थाने में सनहा दर्ज करें |

८) अगर कुछ कारणों से पशुसखी सेवा छोड़ना चाहें, तो उसे स्मार्टफोन पी.जी/वि.ओ में जमा करना होगा |

ऊपर दिए गये दिशानिर्देशों से मै सहमत हूँ और इसका पूरी तरह से पालन करूँगी |

दिनांक-   पशुसखी का नाम एवं हस्ताक्षर –

स्थान-   पी.जी/नोडल वी.ओ अध्यक्ष का नाम एवं हस्ताक्षर (मुहर के

साथ) -

मोबाइल रिचार्ज विवरण (पशुसखी मोबाइल एप्लीकेशन के लिए)

ब्लॉक का नाम	
पी.जी /नोडल वी.ओ का नाम	
पशुसखी का नाम	
मोबाइल नंबर	
रिचार्ज दिनांक	
नेटवर्क ऑपरेटर (सिम) कंपनी का नाम	
रिचार्ज का मूल्य	
रिचार्ज से प्राप्त डाटा (MB या GB में) अधिकतम 1 GB/ 28 या अधिक दिन .	
रिचार्ज की वैधता दिनांक (validity date)	
दुकान एवं मालिक का नाम / ऑनलाइन	
रिचार्ज लेन-देन आई.डी (Transaction Id No)	

(सभी जानकारी अनिवार्य है.)

पशुसखी हस्ताक्षर -

दिनांक-

पी.जी /नोडल वी.ओ के पदाधिकारी

का नाम एव हस्ताक्षर -