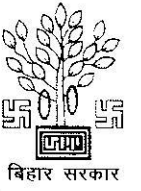




JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Date-22/06/2020

OFFICE ORDER

(Strategy to integrate work of skills for economic empowerment of Rural Households)

Bihar Rural Livelihoods Promotion Society (BRLPS, i.e., Jeevika) has been spearheading the implementation of rural livelihoods project to enhance income at the household level and bring prosperity for the family. Numbers of initiatives have been taken by the project for building capacity of the members to facilitate diversification of livelihood activities at the household level. Besides this, adequate amount of support is extended to leverage resources from both the project and the mainstream financial institutions to support numerous livelihoods initiatives. **The effort of livelihoods promotion will be further strengthened by providing skilling to rural youths on different aspects and ensuring their placement in mainstream economic institution.** The whole endeavor around skilling will go a long way in bringing economic and social prosperity to the household. The related youths can learn the skills and then take placement to contribute positively to their family and to the economy.

It will be important to mention that BRLPS (Jeevika) has been bestowed upon with the responsibility of implementing Deen Dayal Upadhyaya Gramcen Kaushalya Yojna (DDU-GKY) in the rural areas of Bihar. **It assumes significant importance that due integration is achieved with in the project with respect to DDU-GKY.** Some of the aspects that will lead the way forward **on which districts are required to work on priority** are mentioned below:

- a) SPMU will soon be holding a day or two day long workshop at the state level with all the DPMs and SPMU officials following guidelines of the government amidst COVID 19. Initiation in this direction had been done when **briefing was given to district and state official about the need to integrate activities required for Skills Promotion with other core activities of the project.**
- b) Districts are directed to ensure **one or two day workshop related to DDU-GKY** in order to understand the program in effective way with help of **Manager-Jobs** on priority. **Block mentors and BPMs are encouraged to take up the discussion with community members and community institutions** about the possibility of providing

skill training on market oriented streams or trades to the rural youths. Skilling has the potential to enhance the income of the household in significant way. **Manager –Jobs to facilitate such workshops in guidance of the related DPM.** All effort needs to be made **to facilitate exposure to the training locations and interaction with the Skills Icons** (Rural youths who have been trained under DDU-GKY and are doing well in the place of placement).The mentioned aspects will be given priority when reviews are done at SPMU level.

- c) DPMs to ensure that DPCU/ BPIU conduct a workshop in order to sensitize all project staffs and community cadres on the **works of DDU-GKY for integration** at the level of the project and community institutions.
- d) **The norms related to COVID-19 released by government from time to time needs to be followed strictly. The mentioned aspects in the order are the routine works and are expected to be done once normalcy has been achieved. At present, adherence to the guidelines related to COVID-19 becomes more important.**
- e) BPMs to sensitize project staffs and community cadres **to give preference to the poor households** to provide opportunity for training and getting absorbed with mainstream economic institutions.
- f) The discussion with community members and institutions needs to be balanced in terms of raising their expectations. **Basically it is a combination of adjustment required to the new culture when one goes out for doing job and learning to co-exist with market dynamics.** Aspirations need to be managed effectively.
- g) BPMs need to ensure sensitization to all community cadres (Community Mobilizers/ Book Keepers/Master Book keeper) about the opportunity that exists with the DDU-GKY scheme. **BPMs are directed to nominate one nodal person** who will be coordinating the activities of the DDU-GKY with all project staffs at the BPIU level. **The names of nodal person need to be submitted to DPM with Copy to Manager-Jobs within 15 days of the receipt of this office order. Manager- Jobs to ensure the same.** The names along with mobile number need to be submitted to SPMU on priority by respective DPMs.
- h) Within the gamut of DDU-GKY, rural youths are provided training under different trade. The cost of training is being borne by the government. **This doesn't translate into the fact that the training is for free.** Participants need to be oriented about the



responsibility when government is coming forward to equip them with skills pertinent for employability on its own cost.

- i) **Due mobilization drives need to be undertaken to generate interest amongst rural youth for training.** Adequate amount of budget has been allocated for doing different activities at the block/district level. DPM in consultation with Manager-Jobs need to ensure that **all activities related to DDUGKY are taken up as priority for opening new avenues of prosperity for the rural households.**
- j) It will be very important to mention that activities under **RSETI (Rural Self Employment Training Institute)** form an **integral component of DDU-GKY** and it lays stress on facilitating people become Self Employed. Thus it becomes important that DPCUs and BPIUs lay emphasis on mobilization of the candidates and facilitate establishment of their enterprises subsequently. **Promotions of Micro Small and Medium enterprises are the need of the hour** and thus due emphasis is required to be given to facilitate both technical and financial input to the related persons as per the need. As an institution, BRLPS (JEEViKA) needs to provide adequate support for the marketing as well. **Due strategy is required to be framed to support such identified members in an integrated way.**

The above mentioned aspects are important to take the work of DDU-GKY to the next trajectory. It will be important to mention that Jeevika has succeeded in facilitating training to approximately **45,000 candidates cumulatively till FY 2019-20**. During **FY 2019-20**, around **15,000 candidates** have been trained. The target of training for **FY 2020-21** stands at around **50000 candidates**. **This requires framing of the adequate strategy for effective result in subsequent years.** This translates in to the fact that the effort for FY 2020-21 needs to be at least 3 times that of 2019-20 in order to achieve the target both on quantitative and qualitative parameters. **BRLPS (Jeevika) has taken decision to achieve the stipulated target without fail and thus integration in activities assumes significant importance at all levels of SPMU, DPCUs and BPIUs.** To further spurt the process of mobilization and spread of awareness, DPCUs and BPIUs are directed to act on the following aspects on priority:

- a) Each DPCU is advised to identify maximum up to 10 Community Members per block spread over all the clusters to act as **CRP- skills for mobilization at the household**



level. Each block will further initiate with 6 Community Members to analyze the impact of work of Community Members as CRP-Skills. The list of CRPs to be shared with SPMU after due training. **No person will be considered as CRP-skills without adequate training and grading. The identified people could be from the existing list of CRPs or FI-CRPs as well besides other community members as deemed suitable.**

- b) The identified **CRPs are required to visit the CLFs, VOs, SHGs and Households to spread the message related to DDU-GKY activities.** At the same time, they will be required **to prepare the data base for the rural youths** who are willing to get training and then get employment with mainstream economic institutions. They will be updating the data in the **“Niyojan Pustika”** and facilitate in getting digitized.
- c) The identified CRPs will have to form a pair of two people and move to the village **for touching base with related community institutions and households.** They need to meet the poorest households on priority and facilitate discussion with the youths of households and try to understand their aspirations. Accordingly the listing of candidates needs to be done along with their preference of trade. **The whole detail need to be punched on the software in the respective online MIS application as well.**
- d) Related **2 members team will be given seven days time to complete the work of mobilization in one village** and they are expected to move to other village of the same Panchayat as well thereafter. Related BPM is directed to provide the work to CRP-Skills by giving priority to villages that are poor **and are having higher population of vulnerable section of society.** BPMs and Manager-Jobs are required to provide proper work and ensure its monitoring on periodic basis. **Data base of the allocated village needs to be maintained by both BPM and Manager-Jobs.**
- e) In order to roll out the work at the ground level, related people (CRP-Skills) are required to ensure liasoning with all levels of community institutions and ensure that following aspects are done in order to facilitate large scale mobilization and sensitization to the people in rural areas specially amongst rural youths:
 - 1) Sensitize community members **by attending meeting at the CLF level.** CRP-Skills to seek intervention of the **BPM and leaders of the CLF to provide time for detailed briefing on the activities related to DDU-GKY.** Each CLF is



encouraged to **facilitate meeting with VO leaders and then with Rural Youths on scheduled date in CLF office only to facilitate orientation on DDU-GKY.** In order to conduct the program and facilitate arrangement for tea/ snacks etc, **each CLF is to be provided with budget of Rs. 5,000/ (Rs. Five Thousand Only).** This will be applicable for **FY 2020-2021 only.** The scheduled budget to be booked under **Capacity Building** of the DDU-GKY program. **All Manager-Jobs to ensure that related initiatives are taken by different CLFs.** The format in which CLF will submit the application for budget is attached as **Annexure-I and Annexure-IA.**

- 2) **BPMs and Manager-Jobs are directed to plan the visit of CRP-Skills at the CLF** in consultation with CLF Office Bearers also as per the need. There should not be any ambiguity in planning as it will be reviewed both at DPCU and SPMU level.
- 3) CRP-Skills to be provided with list of village that needs intervention. Once the list is provided to the CRP-Skills, they are supposed to meet the leaders of the related VO and seek time for representing the work done under DDU-GKY. **In case VO has not been formed, then visit to SHGs need to be ensured in consultation with Community Mobilizers.**
- 4) Attend the meeting of the SHGs, share the activities of DDU-GKY and identify households that are willing to send their daughters or sons or any other deserving family members for training.
- 5) **Meet the identified household and discuss with their wards** about the preferred training trade. Based on the personal visit to the household, discussion with prospective candidates and thereafter collective meeting at the village level, the names need to be finalized. CRPs need to update the **“NIYOJAN PUSTIKA”** accordingly. **Related VOs are to be provided with an amount of Rs 2500 to facilitate joint interaction at the VO level in presence of CRP-Skills.** The budget to be booked under **Capacity Building** of the Skills Segment. This will also be **applicable for FY 2020-2021 and only in the cases where CRP-Skills have taken due elaborated strategy for mobilization.** The format in which the VO will submit the application for payment is attached as **Annexure-I and Annexure-IA.**



- 6) Once the work in the village is completed, related CRPs are required to submit the details of the candidates to VO and a copy to be kept for submission at the BPIU level. BPMs are directed to ensure that each VO maintains a file related to skills to keep update of the progress in skilling.
- 7) The mobilization of candidates will also cater to the requirement of the “**Job Fair**” and thus adequate amount of attention needs to be made in ensuring mobilization **for both training and employability through the Job fairs.**
- f) Districts are advised to identify **6 to 7 blocks in the beginning** and accordingly utilize the services of CRP-skills to spread awareness. Once the work is rolled out in the identified blocks, services of CRP-Skills can be utilized further in other blocks. **If any district is interested in rolling out the CRP strategy in all blocks, they can take up. It is made explicit that CRP-Skills cannot be put to work unless and until training has been conducted and their performance during training has been assessed.** DPMs and Manager-Jobs/In charge Manager-Jobs to ensure the same.
- g) All the related CRP-Skills can be given work up to **60 days in FY 2020-21.** If needed more number of days will be further allocated to related CRPs by SPMU. BPMs to ensure that proper planning has been done for visiting village and review is conducted of the work done on fortnightly basis. **They need to be reimbursed for travelling expenditure made and to be provided with food during the review meetings.**
- h) It will be appropriate to conduct monthly meeting at the district level for the understanding of the work done. It could be residential in nature so that all elements of review of work done can be done along **with ensuring updating of data on the Kaushal Bharat. The review at the district level will be considered as working day for them** and they need to be provided with CRP honorarium for the same. **They need to be reimbursed for travelling expenditure made and to be provided with food during the review meetings.** In case required, lodging arrangements are to be made as per the need.
- i) The CRP-Skills will be getting the payment of honorarium as per CRP policy. Minor payment for travelling also needs to be reimbursed. Team of CRP-Skills (team of 2 people) are supposed to complete the sensitization process at the Village level (VO meeting, meeting with associated 10 to 12 SHGs and meeting with Households along with preparation of list of prospective-candidates) **within a period of maximum of 7**



days (Seven Days). It is expected that progressively over a period of time, **the number of days required in a village will decrease based on the experience gained.** As separate process of payment to VO and CLF exists, so it is important that the whole amount of Honorarium and Cost of Fooding is given to the CRP-Skills without any deduction for the Community Institutions. Honorarium amount comprising of Resource Person Fee and Food Charges will be guided as per the CRP policy. **The only exception will be that no amount will be deducted for contribution to the community institutions like VO/ CLF/ TLC.**

- j) The final payment of honorarium will be based on the certification by VO in case it exists. **In case of non existence of VO, certification by BPM will suffice.** All the payments related to Honorarium to CRP-Skills will be booked under **Capacity Building of the DDU-GKY component.** The format for Honorarium to CRP-Skills/ incentive to Community Mobilizer is attached as **Annexure-II and Annexure-IIA.**
- k) Each community mobilizer to be provided with an incentive amount of **Rs 1000/ (Rs. One Thousand Only)** as a token of appreciation for supporting mobilization in the village. **This will be applicable only where the work of CRP-Skills has been undertaken.** They need to be encouraged to keep track of the training for further needful. The incentive of the Community Mobilizer will be paid as per the recommendation of the Village Organization. This amount to be booked under **Capacity Building** head of Skills segment. **BPMs and Manager-Jobs to ensure that** proper communication in this regard has been made to the Community Mobilizers and Village Organizations for better coordination and integration.
- l) It will be the joint responsibility of the CRP-Skills, Community Mobilizer and VO to ensure punching of the data of rural youths on online application before making recommendation for payment or applying for the incentive. **VO will utilize part of their incentive amount for the digitization of the data related to youths. VO will pay Rs 250/ to Book Keeper out of the budget of Rs.2500/ provided for the VO under skills segment to facilitate mobilization in integrated way.**
- m) The BPIU/DPCU need to ensure payment to CRP-Skills based on the analysis of the work done on **fortnightly/ monthly basis.**
- n) **All DPMs are directed to ensure that process of selection of CRP skills and their trainings are completed following due guidelines amidst the COVID 19 scenario.**



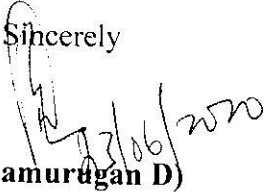
Related BPMs and Manager –Jobs to ensure proper follow up and facilitate compliance to the above mentioned directions to give spurt to the Skilling of the rural youths.

- o) **All nodal persons cum contract managers associated with Skills theme are directed to ensure that proper planning is done by different managers and emphatic results are evident following the elaborate plan.** This needs to be borne in mind that the **Training Centre Capacity across the state has to cross 25,000 by September 2020** and thus all are required to locate proper infrastructure and thus effort for creation of Infrastructure Bank has to be given significant emphasis.
- p) **As a process of integration, all District Mentors and Block Mentors** are required to review the performance of the skills segment in their related district/ block and take measures in significant way to improve the scenario.

DPMs and BPMs to ensure that the copy of the office order are shared with all staffs of the project. All DPMs are directed to ensure proper follow up action in order to achieve significant results around skills as a strategy to enhance income at the household level associated with the Self Help Groups and beyond.

Aspects mentioned in the office order needs to be implemented with immediate effect.

Sincerely


(Balamurugan D)

CEO, BRLPS

Cc to:

1. All officials of the project

आवेदन-प्रपत्र

(DDU GKY के अंतर्गत किये गये कार्य हेतु संकुल संघ / ग्राम संगठन द्वारा प्रपत्र)

दीन दयाल उपाध्याय ग्रामीण कौशल्य योजना (Deen Dayal Upadhyaya Gramin Kaushalya Yojna-DDU-GKY) के विषय में (संकुल संघ का नाम)
 (प्रखंड का नाम)/ (ग्राम संगठन का नाम)..... (ग्राम का नाम) के द्वारा ग्राम संगठन के प्रतिनिधियों / स्वयं सहायता समूह के प्रतिनिधियों (कृप्या √ लगाएँ) के साथ विस्तृत चर्चा की गयी। इस बैठक में संबंधित प्रतिनिधियों को DDU-GKY के बारे में जानकारी CRP Skills (सुश्री/श्रीमती.....एवं सुश्री/श्रीमती.....) के द्वारा दिनांक को विस्तृत रूप में दी गयी है।

संबंधित बैठक की चर्चा का बिंदु संज्ञान हेतु प्रेषित एवं संलग्न है। DDU-GKY के अंतर्गत होने वाले कार्यक्रम के बारे में जानकारी होने के उपरांत..... संकुल संघ / ग्राम संगठन (कृप्या √ लगाएँ) के द्वारा दिनांक को ग्राम संगठनों / स्वयं सहायता समूहों के माध्यम से प्रतिभागियों को (संकुल संघ का नाम) के कार्यालय / (ग्राम संगठन का नाम) के कार्यालय पर भेजने का अनुरोध किया गया था। उक्त निर्णय के आलोक में संकुल संघ / ग्राम संगठन (कृप्या √ लगाएँ) के द्वारा दिनांक को प्रतिभागियों की उपस्थिति में DDU-GKY पर चर्चा करवायी गयी थी।

उक्त किये गये कार्य हेतु (संकुल संघ / ग्राम संगठन का नाम) को नियमानुसार क्रमशः 5000 रु0 (पाँच हजाररु0) / 2500रु0 (दो हजार पाँच सौरु0) निर्गत करने हेतु निवेदन है। संबंधित राशि को वर्णित बचत खाते में (पासबुक की प्रति सत्यापन हेतु संलग्न है) हस्तान्तरित करने हेतु निम्नलिखित विवरणी प्रेषित है-

क्र0 सं0	संकुल संघ/ ग्राम संगठन का नाम	प्रखंड / ग्राम का नाम	खाता संख्या	बैंक का नाम	बैंक शाखा का नाम	IFS Code

उक्त अपेक्षित कार्य हेतु सामुदायिक संगठन धन्यवाद ज्ञापन करती है।

अध्यक्ष

सचिव

कोषाध्यक्ष

संलग्नक : प्रतिभागी उपस्थिति प्रपत्र एवं बैठक की कार्यवाही विवरणी।

प्रतिभागी उपस्थिति प्रपत्र

दिनांक को (संकुल संघ का नाम/ ग्राम संगठन का नाम) के द्वारा आयोजित DDU-GKY (दीन दयाल उपाध्याय ग्रामीण कौशल्य योजना) से संबंधित बैठक में उपस्थित प्रतिभागियों की सूची निम्नलिखित है:

क्र० सं०	प्रतिभागियों का नाम	ग्राम का नाम	पंचायत का नाम	ट्रेनिंग के लिए इच्छुक हैं (हैं/नहीं)	उपस्थित प्रतिभागियों का हस्ताक्षर
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नोट: 20 प्रतिभागियों से अधिक संख्या होने पर दूसरे पृष्ठ का भी उपयोग करें।

अध्यक्ष



सचिव

कोषाध्यक्ष

सहमति-प्रपत्र

यह प्रमाणित किया जाता है कि सुश्री/श्रीमती एवं सुश्री/श्रीमती (जो कि CRP-Skills के रूप में काम कर रहे हैं) के द्वारा ग्राम संगठन, ग्राम, पंचायत, प्रखंड के साथ जुड़े सभी समूहों में अपनी उपस्थिति दर्ज करायी गयी है। संबंधित व्यक्तियों के द्वारा सभी महिलाओं को सरकार द्वारा चलायी जा रही DDU-GKY (दीन दयाल उपाध्याय ग्रामीण कौशल्य योजना) के बारे में विस्तृत जानकारी दी गयी है। उसके उपरांत समूह से जुड़ी सबसे गरीब परिवारों तक बात पहुँचाने हेतु उनके घर तक संवाद स्थापित किया गया है। संबंधित व्यक्तियों द्वारा ग्राम संगठन एवं समूह की बैठक में पूरी जानकारी प्रेषित की गयी है। साथ ही लगभग (अंक एवं शब्दों में लिखें) परिवारों तक उनके घर में बैठकर युवाओं को ट्रेनिंग हेतु प्रोत्साहित किया गया है। पारिवारिक स्तर पर संवाद करने के उपरांत ग्राम संगठन को प्रतिभागियों की सूची समर्पित की गयी है जो विभिन्न क्षेत्रों में ट्रेनिंग लेने हेतु उत्सुक हैं। साथ ही नियोजन पुस्तिका में भी सभी जानकारियों को प्रेषित किया गया है।

उपर्युक्त कार्य को संज्ञान में लेते हुए ग्राम संगठन संबंधित व्यक्तियों (CRP-Skills) का (अंक एवं शब्दों में लिखें) दिनों का मानदेय भुगतान करने हेतु अनुमोदन करती है।

साथ ही पूरी प्रक्रिया में संबंधित सामुदायिक उत्प्रेरक (Community Mobilizer)श्री/श्रीमती का योगदान सराहनीय रहा है। अतः पारितोषिक (Incentive) के रूप में 1000 रुपये देने हेतु ग्राम संगठन अनुशंसा करती है। संबंधित सामुदायिक उत्प्रेरक को यह निदेश दिया जाता है कि आने वाले समय में ट्रेनिंग सेंटर में भेजने हेतु संबंधित CRP-Skills तथा JRP से समन्वय स्थापित रखना सुनिश्चित करें।



रोजगार प्रोत्साहन एवं आजीविका संवर्धन में DDU-GKY के अंतर्गत होने वाली ट्रेनिंग की महत्ता को समझते हुए ग्राम संगठन यह प्रेषित करना चाहती है कि संबंधित प्रतिभागियों को ट्रेनिंग सेंटर तक ले जाने में उचित मार्गदर्शन करेगी। साथ ही समय-समय पर अभिभावकों को ट्रेनिंग सेंटर में भेजकर प्रतिभागियों का उत्साहवर्धन करने में सहयोग करेगी।

..... ग्रामसंगठन/.....

ग्राम/.....प्रखंड..... (प्रखंड

परियोजना क्रियान्वयन इकाई) के द्वारा अनुमोदित मानदेय/ पारितोषिक राशि के हस्तान्तरण करने हेतु (पासबुक की प्रति सत्यापन हेतु संलग्न है) निम्नलिखित विवरणी प्रेषित है:

क्र० सं०	संबंधित व्यक्ति का नाम	पदनाम	खाता संख्या	बैंक का नाम	बैंक शाखा का नाम	IFS Code

अध्यक्ष

सचिव

कोषाध्यक्ष

संलग्न : ट्रेनिंग लेने हेतु सहमति देने वाले प्रतिभागियों की सूची।

DDU-GKY के अंतर्गत ट्रेनिंग लेने हेतु सहमति देने वाले प्रतिभागियों की सूची

ग्राम संगठन का नाम :

ग्राम:

प्रखंड:

जिला:

क्र० सं०	प्रतिभागी का नाम	माता का नाम/ पिता का नाम	समूह का नाम जिससे परिवार के सदस्य जुड़े हों	प्रतिभागी का हस्ताक्षर
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अध्यक्ष

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कोषाध्यक्ष

