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## Policy for Agarbatti Resource Person (agarbatti mitra)

### **Background:**

A large number of poor households of self help groups are involved in agarbatti making for last many years. Such households are mainly located in and around Gaya district as Gaya is a hub of agarbatti making. According to report of NABARD, there are around 20,000 agarbatti makers located in Gaya. (refer Page-43, Project linked credit plan, NABARD report, 2012-13).

### **Rationale for Agarbatti resource person:**

In the current scenario the agarbatti making business is being run by the traders who are into this business for many years. They supply calculated quantity of inputs (on weight basis) to the poor households especially women and take the finished product by weight. The payment is based on weight of input supplied/returned and the quality of agarbatti rolled. The labour charge paid to poor women varies from Rs.14-20 per Kg. At some place better price is paid depending on the quality of the agarbatti made. For poor women the agarbatti making is a side business which they can undertake along with their routine work. They are supported by their household members including children who take up this business in leisure time. The inclusion of children into agarbatti making leads child labour cases into this business. The other hazards of this agarbatti making are quality of chemicals used in the process. The poor quality of chemicals used affects the agarbatti making person as the agarbatti dough is regularly in contact with the skin of the maker. The end user of agarbatti also gets adversely affected if the quality of material used in agarbatti making has any side effect. The lack of awareness in the consumers on quality has left them in loss as they are unable to get value for the money.

It has been realized that there is need to bring this business into organized sector fold for which intensive efforts are required on several fronts. Agarbatti making is a labour intensive work and relies on the skills of agarbatti makers for making agarbatti by manual process. Though several efforts have been made by the big players in the business to replace manual labour by machines they have not been fruitful till date. The economics of investment

in the agarbatti making machines, replacement of wear and tear of moving parts has made their process of making agarbattis uneconomical and unviable for their business. Therefore the labour plays a vital role in the business. The number and quality consistency of agarbatti makes the difference in terms of better payment for the produce.

In present scenario the rollers are least concerned about the quality of agarbatti rolled (mainly indicated in terms of number of agarbatti rolled per Kg of input). The lack of concern for quality is due to involvement of all the family members in the business including children who take it as fun to roll agarbatti and lack of technical specification/parameters for raw agarbatti production based on which payment of labour charges is done. Once the technical parameters are set and payment are in accordance with the quality of agarbatti rolled, the path to rolling better quality agarbatti will be cleared. The concern for quality will prevent children from indulging in agarbatti making, as they will not be able to maintain the quality and number of agarbattis as done earlier and hence the issue of child labour tagged with agarbatti making will fade away. Formation of producer groups and start of work as organized sector, it will give them an opportunity to have a better say on the quality of output and hence may bargain for better labour charge on output. In the future plan, scenting unit of agarbatti may be established to have a better margin on every kg of produce. Hence an intervention on the agarbatti making may not only increase the income of SHG members but also develop a better future prospect of the business for them.

It has been realized over the period of time in the project that more effective participation of community could only be ensured through regular interaction, mobilization, guidance and frequent follow up at their door steps. It requires intensive and focused efforts from the member within the community involved in this business. So, need for Agarbatti Resource Person has been realized to create awareness among the SHG members rolling agarbatti to form producer groups and work to improve the quality of output and hence increase their income.

**Criterion for selection of Agarbatti Resource Person (ARP):**

1. The Agarbatti Resource Person may be a male or female.
2. The Agarbatti Resource Person should be from the same village as the Producer Group.
3. S/He should have ability to convince or motivate agarbatti making members to adopt the agarbatti rolling with quality specification promoted by JEEViKA.
4. S/He must be an Agarbatti maker from the SHG Households.



5. Preferably be 8<sup>th</sup> pass or at least be able to read and write.
6. Preferably be between 18-45 age groups.

**Process of identification of an Agarbatti Resource Person (ARP):**

1. The Producer Group will discuss in their meeting regarding the requirement of an Agarbatti Resource Person for their group to provide agarbatti intervention support services to their members.
2. Based on the above mentioned criteria the Producer Group in its meeting will identify & select one Agarbatti Resource Person in their group.
3. Performance assessment of ARP will be done on monthly basis by executive committee of Producer Group.
4. In case of absence of ARP due to some reason second line ARP will be created to take over roles/ responsibility of ARP for the given period.
5. After selection, the Agarbatti Resource Person/s information will be collected in a specific format (*format given below*) and given to the Block Project Manager of the concerned Block Project Implementation Unit (BPIU) through the Community Coordinator and Area Coordinator.
6. The Agarbatti Resource Person has to open a bank account in the same branch, where the VO has the bank account.

***Format for Information of the Agarbatti Resource Person***

1. Name of the Agarbatti Resource Person
2. Father's / Husband's Name
3. Sex
4. Age
5. Qualification
6. Address
7. Telephone / Mobile No. (if any)
8. Bank Account No.

*The Agarbatti Resource Person has to provide 2 pass port size photographs*

**Orientation of Agarbatti Resource Persons (ARPs):**

Agarbatti Resource Persons will undergo training to create awareness on the following topics:

1. Quality of inputs to be used for making agarbatti.
2. Process of rolling agarbatti to match the required specification of the end product.



3. Technical specifications for agarbatti to be counted as acceptable quality by ITC/other such partner agencies.
4. Maintaining book of records.

**Roles and Responsibility:**

- a. Facilitate the Village Organization meetings designated to identify the SHG members for the adoption of agarbatti intervention. Format enclosed annex-A
- b. Participate in training programs and refresher courses related to agarbatti production (input procurement, rolling, scenting etc.) organized from time to time.
- c. Generate weekly demand from members of Producer group (PG) for determination of supply of quantity of inputs from store (there is a provision of store at block level to store inputs and raw agarbatti rolled by members) to members.
- d. Facilitate purchase committee members of PG in procuring quality inputs from the market.
- e. Facilitate in sorting agarbatti rolled by members, based on quality specification in association with quality management committee members.
- f. Coding of raw agarbatti rolled by individual member before sending them to store: It has to be done to track the quality of rolled agarbatti.
- g. Identify typical implementation problem and conflicts on grading of agarbatti, if any; present it in PG weekly meetings for solution.
- h. Maintenance of Books of Records related to Agarbatti interventions
  - Agarbatti Resource Person (ARP) Register
  - Stock Book
  - Any other book prescribed.
- i. Train and motivate existing members on quality raw material procurement and production of agarbatti as per the specification. It is the responsibility of ARP to upgrade the agarbatti quality made by PG members for which they will regularly conduct training program for the PG members.
- j. The ARP will visit all the households involved in agarbatti making in their village at least once in a week and motivate them to join the producer group.
- k. Create awareness in the SHG members to dissuade their children from participating in agarbatti rolling.
- l. Draft a non-negotiable for V.O. to stop rolling of agarbatti by their children.



### **Honorarium**

Rs 1.25 per Kg for super quality (i.e.1900 pcs or above per kg of input; Rs 1/Kg for acceptable quality (i.e.1400 pcs or above per kg of input); Rs 0.50 for poor quality (<1400 pcs per kg of agarbatti produced).

<b>Sl. No.</b>	<b>Condition</b>	<b>Payment amount(Rs)</b>
<b>A</b>	<b>For first six months</b>	
1.	2000 kg per PG per month and 50% or more produce is of acceptable quality	Full
2.	If 2000 kg per month per PG and < 50% or produce is of acceptable quality	10% deduction in payment
<b>B</b>	<b>After first six months</b>	
1.	If more than 70% of produce is acceptable quality	Full
2.	If 70-50% of produce is of acceptable quality	10% deduction in payment
3.	If <50% of the produce is of acceptable quality	20% deduction in payment

In case a PG group produces less than 2000 Kgs of Agarbatti per month and finds ARP responsible for the shortfall, an amount @ Re. 0.25 per Kg of shortfall of production may be deducted from the payment of ARP. Decision in this regard will be taken by the Executive Committee of PG. For first twelve months the honorarium of ARP will be supported by the project after which respective producer groups will bear the cost of ARPs.

### **Monitoring of ARPs:**

PG will monitor the progress of the ARP and sanction the amount to be paid on monthly basis. The monthly progress report will be first discussed in the meeting with LH (Specialists) of respective block and then placed in the PG for approval. Fortnightly meeting of ARPs with LH(S) will be held to discuss various issues related to agarbatti business and address other grievances of PG members.



## Monthly progress report from ARP

Name of ARP:

Name of PG-

Sl. No.	Indicator	Achievement		Remarks
		Last month	Current month	
1.	Quantity of agarbatti rolled (Kg)			
2.	Quantity of inputs supplied to members(Kg) per month			
3.	No. of members involved in the enterprise			
4.	No. of members who have produced more than 50 kgs rolled agarbatti per month			
5.	Quantity of output graded			
a.	Super fine			
b.	Not super fine but acceptable			
c.	Not acceptable			
6.	Average No. of members of PG attending the weekly meeting			

*CA*  
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### For Distribution

1. CFO/OSD/FO/PS.
2. All SPMs & PMs.
3. All DPMs/In Charge, All LH-Managers & BPMs/In Charge.
4. Concerned File.
5. IT Section.