



JEEVIKA
Rural Development Department, Government of Bihar

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



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Office Order

MIS Based MRP honorarium Payment

"Satat Jeevikoparjan Yojana" has been designed on the principle of the ultra-poor "Graduation Approach". The Village Organisation has endorsed more than 1 lakh ultra-poor households.

In order to provide continuous support to the households, Master Resource Persons-MRPs has been deployed for every 30-35 households. The MRPs provide handhold support to ultra-poor households, coordinate the productive assets transfer and ensure last mile delivery of different components of the program.

To monitor the MRPs field visit, a new module "MRP ACTIVITY REPORT" has been developed. The pilot has been recently completed with 400 MRPs across the districts. These MRPs updated the field report on daily basis.

It has been decided that from Mar'2021, monthly Honorarium Payment (including variables payment) for all SJY MRPs will be based upon MRP visit and activity report from SJY Mobile application- "Field Reporter Pro".

To ensure timely payment of MRPs, following tasks need to be completed on priority basis:

•HHs mapping with MRPs and Roster creation

The districts have to ensure mapping of 100% households with concerned MRPs on SJY MIS by 28th Feb'2021. The steps have been attached as Annexure-1.

•HHs visit & Activity report punching by MRP (as per daily roster)

The BPMs have to ensure 100% households visit by SJY MRPs (as per MRP daily roster) and ensure punching of daily activities report through Mobile based application, so that timely honorarium payment of MRPs could be ensured by them.

Further,

1. The BPMs will be accountable for the roll-out of the app & timely payment to the MRPs.
2. The DPMs are authorised to approve payment of MRPs based on BPMs recommendation against the field visit made by MRPs and they were not able to punch in field reporter application due to technical issue in application or device.

(Balam Prugan D.)

Chief Executive Officer cum State Mission Director
Bihar Rural Livelihoods Promotion Society

Copy to-

1. All DPMs/ In-charge DPMs/FMs/SJY Nodals/BPMs
2. SJY SPMU team, IT section and concerned file

Annexure 1

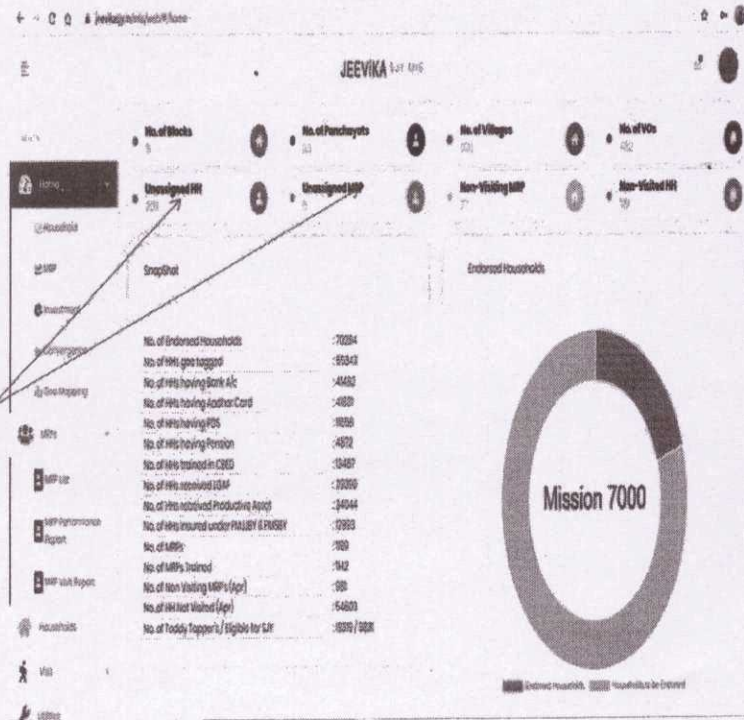
Steps for HH Mapping and Roaster creation in MIS

Steps 1 - Please login on <https://www.jeevikasjy.in/mis/web/#/home> through district Nodal Login.



Step 2 – You can view the no. of assigned and unassigned MRPs with HHs on dashboards.

आपको dashboard पर Unassigned MRP एवं Unassigned HH की संख्या दिखाई देगा। हमें सभी Unassigned HH को सम्बंधित MRP के साथ map करना है।

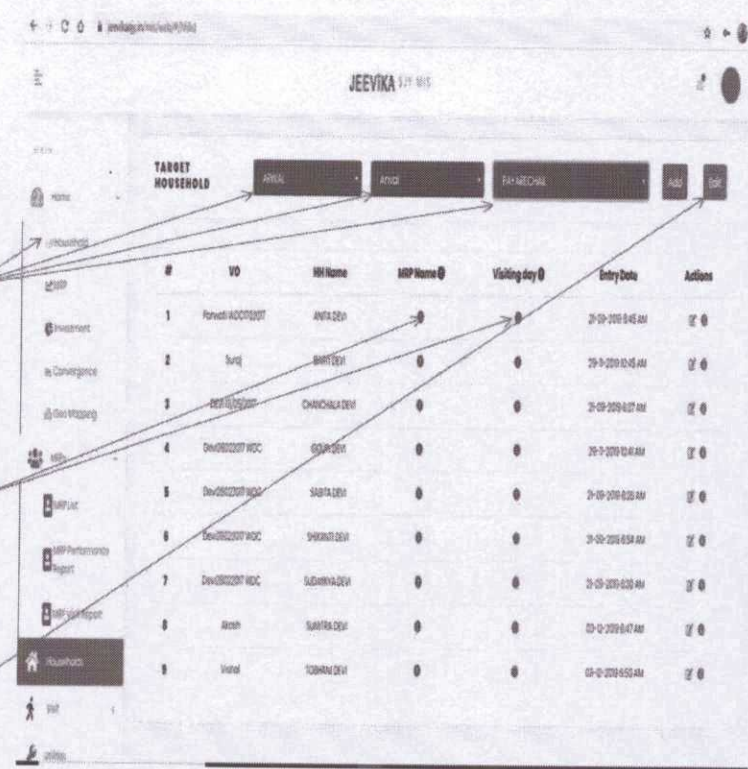


Step 3 – View and open Panchayat wise HH mapping with MRPs and Roaster Mapping Page.

कृपया Household Icon पर क्लिक करें तथा सम्बंधित District, Block तथा Panchayat, चुनें। आपको सम्बंधित पंचायत के सम्बंधित सभी HH दिखाई देंगे।

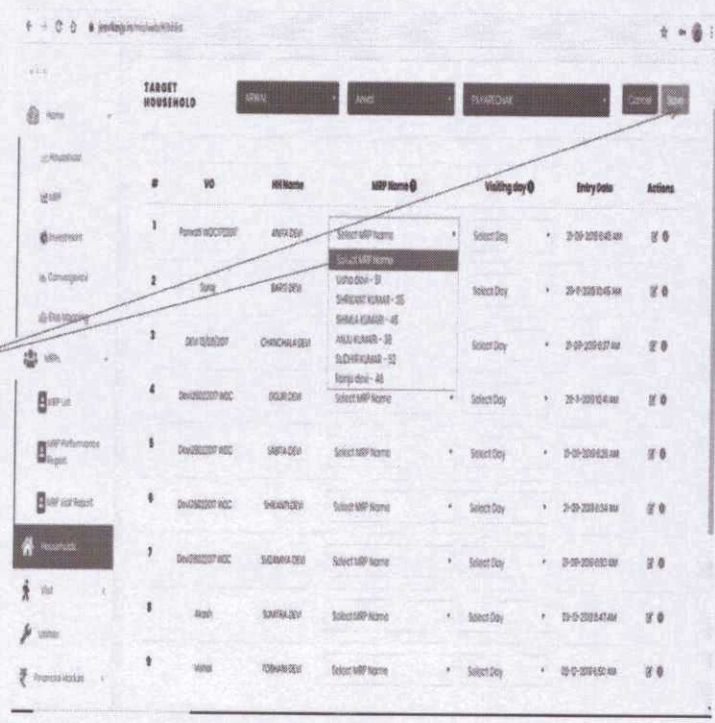
सभी Unassigned HH तथा जिनका Visit रोस्टर नहीं मैप हुआ है लाल stric निशान के साथ दिखाई देंगे। जिस HH के सम्बंधित MRP का नाम तथा विजिट की तिथि assign हो चुका है उसके सामने सम्बंधित MRP का नाम एवं तिथि दिखाई देगी।

सभी Unassigned HH को MRP के साथ map करने तथा विजिट की तिथि assign करने हेतु Edit Icon पर click करें।



Step 4 – Assign MRP with unassigned households.

Edit Button पर क्लिक करते ही MRP नाम के सामने Drop Down खुल जाएगा तथा सम्बंधित प्रखंड में जितने भी MRP का profile बना है वे सभी MRP का नाम दिखाई देंगे। ड्रॉप डाउन से सम्बंधित MRP जिनको HH assign किया गया है चुन लें। save Button पर क्लिक करते ही सम्बंधित HH MRP को assign हो जाएगा।



Step 5 – Mapping day wise Visit Roaster with MRPs

Edit Button पर क्लिक करते ही Visiting Day के सामने Drop Down खुल जाएगा तथा सप्ताह के सातों दिनों का नाम दिखाई देंगे। तिथि जो MRP Visit Roaster के अनुसार सम्बंधित HH Visit हेतु तय किये गए हैं चुन लें। तिथि MRP Visit हेतु सम्बंधित HH को assign हो जायेंगे। save Button पर क्लिक करते ही सम्बंधित HH का पूरा Record Save हो जाएगा।

ID	HH Name	MRP Name	Visiting Day	Entry Date	Actions
1	Pawar HCC/2017	ANIL DSH	Select Day	2-09-2018 14:45	✖
2	Singh	SARV DSH	Select MRP Name	29-9-2018 14:45	✖
3	DEVI/2017	CHANDRA DEVI	Select MRP Name	2-09-2018 17:44	✖
4	Devi/2017 HCC	GOPI DEVI	Select MRP Name	29-9-2018 18:44	✖
5	Devi/2017 HCC	SARV DEVI	Select MRP Name	2-09-2018 18:44	✖
6	Devi/2017 HCC	SARV DEVI	Select MRP Name	2-09-2018 18:44	✖
7	Devi/2017 HCC	SARV DEVI	Select MRP Name	2-09-2018 18:44	✖
8	Aash	SARV DEVI	Select MRP Name	02-09-2018 17:44	✖
9	Vishu	TODAR DEVI	Select MRP Name	02-09-2018 15:44	✖

Step 6 – Save the Record and Finalize Panchayat wise visit Roaster to the HHs

आपका पूरा Record Save हो चुका है। इस प्रक्रिया को सभी Unassigned HH हेतु दोहरावें तथा इसे सभी HH हेतु पूर्ण करें।

ID	HH Name	MRP Name	Visiting Day	Entry Date	Actions
1	Pawar HCC/2017	ANIL DSH	Monday	2-09-2018 14:45	✖
2	Singh	SARV DSH	Select MRP Name	29-9-2018 14:45	✖
3	DEVI/2017	CHANDRA DEVI	Select MRP Name	2-09-2018 17:44	✖
4	Devi/2017 HCC	GOPI DEVI	Select MRP Name	29-9-2018 18:44	✖
5	Devi/2017 HCC	SARV DEVI	Select MRP Name	2-09-2018 18:44	✖
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8	Aash	SARV DEVI	Select MRP Name	02-09-2018 17:44	✖
9	Vishu	TODAR DEVI	Select MRP Name	02-09-2018 15:44	✖