



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 Strengthening of SHGs

The newly formed and untrained SHGs need training on the basic concepts towards functioning of SHGs. It will help them in starting regular meetings with proper agenda, initiate saving, and internal lending, started updating of books of records. This can be done through trainings and continuous nurturing with the support of trained Community Mobilizers and CRPs.

Strategy:

1. Orientation to the Block Resource Pool/ Nodal Persons:

In each of the districts, there are block level resource persons among AC and CC, having experience in working with the SHGs and its federations. District team will finalize the list of block resource persons from the block resource pool and impart 1-day non-residential orientation at district/ TLC on SHG modules and training methodologies. **The orientation will be completed by May 2023.**

2. Selection of Trainer Team (CM/ CRP) by BPIU:

- **Team Composition:** Each training team will be comprising of 1 CRP and 1 Community Mobilizer/ CRP (2 members' team). CM/ CRP, who are having at least 2-years' experience in working with the SHGs and imparting modular training to SHGs will be the trainer. Trainers (CM/ CRP) should have good mobilization and facilitation skill. Block team will shortlist the best trainers within block including all clusters. The list will be finalised by 15th May'23. The formation of trainers' team can be done based on the training requirements of a particular block/ cluster (at least 4-5 trainers' team per CLF/ cluster)
- Trained Block Resource Persons will provide **2-days non-residential training** to the trainer team at block level on the functionality of SHGs.

3. Training Protocol:

- **Team Briefing by BPIU:** Before starting the drive, a briefing meeting will be organised at the BPIU level. During briefing, an action plan will be prepared for achieving training targets. The team will be provided with one set of SHG Part-I & II flipbooks (photocopy will be provided if not available), one set of LDP (30 pager). The district ICB team will support in rolling out of the strategy at block/ cluster level.
- **Trainers' team drive protocol:** Trainers' team will be from the same cluster/ CLF, so that they will find it easy to travel around during the training days.
- As per the training action plan, concern CM/ VO will inform the SHGs regarding the venue and time of training. The local CM/ VO will be supporting the trainers' team in successful conduction of trainings.
- BPIU team will ensure conduction of trainings at the proper space with capacity of 20-25 persons. **Two SHGs will be given training at one location.** Hence, one trainers' team will

impart training to 4 SHGs in 2 units of training in a day. The BPIU will ensure timely execution of trainings and field movement of trainer's team.

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- **Resource fees for trainers' team (CRP/ CM):** The honorarium and other entitlements will be as per the internal CRP Policy (*intra block*). The training drive will be governed by the internal CRP Policy.
- **Post training Debriefing and Reporting:** The concerned BPM/ In charge will conduct the debriefing meeting with trainers' team after the completion of the drive and collect reports and others concerned documents.
- In each of the capacity building events, expenditure will be as per the approved cost norms in working with the CBOs, cadre, and staff.

Role of DPCU:

1. The district level ICB team will analyse block wise SHG training gaps, prepare plan as per the office order and facilitate BPIU for timely completion of the training drive.
2. It will finalize block resource persons and provide orientation on time.
3. It will ensure SHG flipbooks to BPIUs. In case of unavailability of flipbooks, the district will provide photocopy of flipbooks to BPIUs using the budget line NRLM: B.2.3.3.3 (*printing of credit linkage documents, training material, forms, CBOs books of records etc.*)/ NRETP: B2.2.3 (*other capacity building activities*).
4. It will support BPIUs in selection and formation of trainers' teams.
5. It will collect SHG modular training report for updating in the MIS.

Role of BPIU:

1. The concerned BPIU will do selection and training of trainers and form trainers' team, draw action plan for SHGs trainings and execute as per the plan.
2. It will also provide required stationary material, flipbooks and LDP (30 Pager) to the team.
3. It will conduct briefing and debriefing meetings with trainers' team.
4. It will ensure continuous support of staff (AC/ CC) to the trainers' team.
5. It will ensure that nodal persons (AC/ CC) will take advance from their respective BPIU to meet training and other expenses.
6. It will ensure timely absentee preparation of trainers' team and payment to them within 15 days of completion of the drive. Honorarium will be provided to trainers' team as per the internal CRP Policy. All the payments will be done at the BPIU level.

The DPM/ In Charge is hereby directed to review the progress of their district on a regular basis and ensure updating the data in the MIS/ google doc.

Signed by Rahul Kumar

(Rahul Kumar) Date: 01-05-2023 19:06:08

Chief Executive Officer cum State Mission Director

Copy to

1. Director/AO/ CFO/PCs
2. SPMs/SFM/PMs/AFMs/PO
3. DPMs/Manager-ICB/TOs/BPMs
4. IT Section
5. Concerned file.

SHG Modular Training Drive (FY 22-23)

S. No.	District Name	Newly formed & untrained SHG	SHGs in need of refresher Training	No. of Cluster/ CLFs	No. of Resource Pool per cluster/CLF(@2)	No of Trainers' team for CLF (@5)	Total Target for the SHG Training Drive
1	ARARIA	8773	877	27	54	135	9650
2	ARWAL	433	43	15	2	75	476
3	AURANGABAD	2218	222	33	66	165	2440
4	BANKA	8837	884	33	66	165	9721
5	BEGUSARAI	4001	400	54	108	270	4401
6	BHAGALPUR	6179	618	48	96	240	6797
7	BHOJPUR	4675	468	42	84	210	5143
8	BUXAR	1648	165	33	66	165	1813
9	DARBHANGA	9859	986	54	108	270	10845
10	GAYA	11372	1137	72	144	360	12509
11	GOPALGANJ	8243	824	42	84	210	9067
12	JAMUI	5183	518	30	60	150	5701
13	JEHNABAD	1710	171	21	42	105	1881
14	KAIMUR	4220	422	33	66	165	4642
15	KATI HAR	10655	1066	48	96	240	11721
16	KHAGARIA	2102	210	21	42	105	2312
17	KISHANGANJ	4830	483	21	42	105	5313
18	LAKHISARAI	674	67	21	42	105	741
19	MADHEPURA	5630	563	39	78	195	6193
20	MADHUBANI	16206	1621	63	126	315	17827
21	MUNGER	1891	189	27	54	135	2080
22	MUZZAFARPUR	10520	1052	48	96	240	11572
23	NALANDA	2610	261	60	120	300	2871
24	NAWADA	4022	402	45	90	225	4424
25	PASCHIM CHAMPAR	11830	1183	54	108	270	13013
26	PATNA	7881	788	69	138	345	8669
27	PURBI CHAMPARAN	26112	2611	81	162	405	28723
28	PURNIA	6576	658	42	84	210	7234
29	ROHTAS	3015	302	57	114	285	3317
30	SAHARSA	3539	354	30	60	150	3893
31	SAMASTIPUR	16990	1699	60	120	300	18689
32	SARAN	12167	1217	57	114	285	13384
33	SHEIKHPURA	1266	127	18	36	90	1393
34	SHEOHAR	1786	179	15	30	75	1965
35	SITAMARHI	12275	1228	51	102	255	13503
36	SIWAN	11226	1123	57	114	285	12349
37	SUPAUL	5602	560	33	66	165	6162
38	VAISHALI	12423	1242	48	96	240	13665
TOTAL		269179	26918	1602	3204	8010	296897