

List of CDSs engaged as RO

Sl. No.	Name of ULB	Name of the CDS engaged as RO
1	Asansol MC	Asansol CDS-3
2	Asansol MC	Asansol CDS-6
3	Asansol MC	Asansol CDS-8
4	Durgapur MC	Durgapur CDS-1
5	Durgapur MC	Durgapur CDS-4
6	Alipurdwar	Alipurdwar CDS-1
7	Kamarhati	Kamarhati CDS-1
8	Kamarhati	Kamarhati CDS-2
9	Kamarhati	Kamarhati CDS-3
10	Kamarhati	Kamarhati CDS-4
11	Rajpur Sonarpur	Rajpur Sonarpur CDS-1
12	Rajpur Sonarpur	Rajpur Sonarpur CDS-2
13	Rajpur Sonarpur	Rajpur Sonarpur CDS-3
14	Rajpur Sonarpur	Rajpur Sonarpur CDS-4
15	Bhadreswar	Bhadreswar CDS-1
16	Bhadreswar	Bhadreswar CDS-2
17	Basirhat	Basirhat CDS-1
18	Basirhat	Basirhat CDS-2
19	North Barrackpore	North Barrackpore CDS-2
20	South Dum Dum	South Dum Dum CDS-1
21	South Dum Dum	South Dum Dum CDS-2
22	Uttarpara-Koiring	Uttarpara-Makha CDS
23	Naihati	Deulpara CDS
24	Panihati	Panihati CDS-I
25	Panihati	Panihati CDS-II

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

"ILGUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-33/2015/1569

16.11.2015

ক্রমিক নং .....

তারিখ .....

From: Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : The Mayor/ Municipal Commissioner/ Commissioner/ Chairperson

..... Municipal Corporation / Municipality.  
(58 ULBs under NULM)

Sub: Engagement of Community Development Society as Resource Organisation under  
National Urban Livelihood Mission (NULM).

Madam/ Sir,

Ministry of Housing and Urban Poverty Alleviation Govt. of India had allowed to engage existing Community Development Society (CDS) as Resource Organisation if considered by the State.

Engagement CDS as RO was under active consideration at Municipal Affairs Deptt. quite sometime past as proposed by West Bengal State Urban Livelihood Mission.

Approval has been obtained recently from Municipal Affairs Deptt. to engage 52 no of CDS as RO in 26 no of Urban Local Bodies as per list enclosed.

In this context I have been directed to request you to ask the concerned CDS of your ULB to sign Memorandum of Association (MoA) with Mission Director WBSULM & Director SUDA as per draft MoA copy enclosed and submit it to the office of under signed by 30<sup>th</sup> November 2015 with an intimation to you.

You are also requested to allot area of operation amongst CDS where number of approved CDS is more than one. A Memorandum of Understanding has also to be signed by the CDS with the ULB before starting of operation.

CDS will return SJSRY fund lying at their A/C to ULB NULM A/C. Payment related to SHG Group out of this fund, if due, will be paid by ULB after transfer of the balance fund.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

**SUDA**

Community Organiser who are ex-officio Secretary of the CDS will resign from the post immediately after issuance of this order

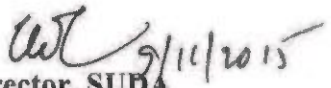
All CDS engaged as RO will submit a future plan of action to WBSULM within 31<sup>st</sup> December 2015. A meeting with President/ Secretary/ Treasurer (any two) of the CDS as RO will be held at SUDA Conference Hall on the date of signing MoA with WBSULM i.e on 30.11.2015 at 12.00 PM. ULB is requested to intimate to attend all CDS as RO accordingly.

All CDS engaged as RO should start functioning by 15<sup>th</sup> December 2015 after observing all formalities discussed above.

Soft copy MoA & MoU is uploaded in wbdma.gov.in under NULM icon.

Yours faithfully,

Encl: list of engaged CDS

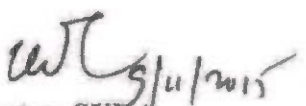
  
Director, SUDA  
&

Mission Director, WBSULM

SUDA- 33 | 2015 | 1569/1(3)

16 .11.2015

1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Departments & Addl. Director, SUDA.
2. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Departments, Govt. of West Bengal.
3. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.

  
Director, SUDA

### List of CDS engaged as Resource Organisation (RO)

S.No.	Name of CDS	Name of ULB
1	Krishnanagar Netaji Subhas Chandra CDS	Krishnanagar
2	Krishnanagar Swami Vivekananda CDS	
3	Krishnanagar Rabindranath Thakur CDS	
4	Krishnanagar DL Roy CDS	
5	Bhatpara No. VI CDS	Bhatpara
6	Bhatpara No. V CDS	
7	Bhatpara No. IV CDS	
8	Bhatpara No. II CDS	
9	Bhatpara No. 1 CDS	
10	Matangini No. 5 CDS, Durgapur	Durgapur
11	Laxmibai No. 3 CDS, Durgapur	
12	Balurghat No.5 CDS	Balurghat
13	Champdani No. 2 CDS	Champdani
14	Amrita CDS Coochbehar	Coochbehar
15	Ashadeep CDS Kharagpur	Kharagpur
16	Kharagpur No.1 CDS	
17	Kharagpur No.2 CDS	Kharagpur
18	Kharagpur No.3 CDS	
19	CDS 2 Habra	Habra
20	North Barrackpore No 1 CDS	North Barrackpore
21	Chandernagore 2 CDS	Chandannagar
22	Chandernagore 1 CDS	
23	Bankura CDS No. 3	Bankura
24	Bankura CDS No. 4	
25	Bankura CDS No. 2	
26	Bankura CDS No. 1	
27	Bansberia Saraswati CDS	Bansberia
28	Bansberia Haneswari CDS	

**List of CDS engaged as Resource Organisation (RO)**

29	Sarojini CDS Barasat	Barasat
30	Pritilata CDS Barasat	
31	Barasat Matangini CDS	
32	Midnapore No. 4 CDS	Midnapore
33	Midnapore No. 2 CDS	
34	Midnapore No. 3 CDS	
35	Sonarpur CDS	Rajpur-Sonarpur
36	Baranagar No.2 CDS	Baranagar
37	Baranagar No.3 CDS	
38	Burdwan No.1 CDS	Burdwan
39	Burdwan No.2 CDS	
40	Burdwan No.3 CDS	
41	Burdwan No.4 CDS	
42	Khardah No. 1 CDS	Khardah
43	Khardah No. 2 CDS	
44	Santipur No. 1 CDS	Santipur
45	Siliguri No. 7 CDS	Siliguri
46	English Bazar No.2 CDS	English Bazar
47	Raigunj No.1 CDS	Raigunj
48	Kalyani No.2 CDS	Kalyani
49	Panihati No. 3 CDS	Panihati
50	Panihati No. 4 CDS	Purulia
51	Rishra No.2 CDS	
52	Laximibai No.2 CDS	

Sl. No.	Name of the ULBs	District	Memo No-33/2015/1559 dt-16.11. 2016	Memo No-33/2015/1531 dt-12.09. 2016	Memo No-33/2015/1808 dt-27.10. 2016
1	Alipurduar	Alipurduar		1 CDS	
2	Bankura	Bankura	4 CDS		
3	Asansol MC	Barddhaman		3 CDS	
4	Burdwan	Barddhaman	4 CDS		
5	Durgapur	Barddhaman	2 CDS	2 CDS	
6	Suri	Birbhum			SPADE
7	Cooch Behar	Cooch Behar	1 CDS		
8	Balurghat	Dakshin Dinajpur	1 CDS		
9	Darjeeling	Darjeeling	NGO		
10	Siliguri	Darjeeling	1 CDS		
11	Baidyabati	Hooghly			SPADE
12	Bansberia	Hooghly	2 CDS		
13	Bhadreswar	Hooghly		2 CDS	
14	Chamdpdany	Hooghly	1 CDS		
15	Chandannagar MC	Hooghly	2 CDS		
16	Hooghly Chinsurah	Hooghly			SPADE
17	Rishra	Hooghly	1 CDS		
18	Serampore	Hooghly			HTPL
19	Uttarpara Kotrung	Hooghly		1 CDS	
20	Howrah MC	Howrah	NGO		
21	Uluberia	Howrah	NGO		
22	Jalpaiguri	Jalpaiguri	NGO		
23	Kolkata	Kolkata			
24	English Bazar	Malda	1 CDS		
25	Berhampore	Murshidabad			SPADE
26	Kalyani	Nadia	1 CDS		
27	Krishnanagar	Nadia	4 CDS		
28	Nabadwip	Nadia	will Submitted Shortly		
29	Santipur	Nadia	1 CDS		
30	Ashokenagar Kalyangarh	North 24 Parganas	Attained Interview		
31	Baranagar	North 24 Parganas	4CDS		
32	Barasat	North 24 Parganas	3 CDS		
33	Barrackpore	North 24 Parganas	2 CDS		
34	Basirhat	North 24 Parganas		2 CDS	
35	Bhatpara	North 24 Parganas	5 CDS		

Sl. No.	Name of the ULBs	District	Memo No- 33/2015/1559 dt- 16.11. 2016	Memo No- 33/2015/1531 dt-12.09. 2016	Memo No- 33/2015/1808 dt- 27.10. 2016
36	Bidhannagar MC	North 24 Parganas			HTPL
37	Bongaon	North 24 Parganas			HTPL
38	Dum Dum	North 24 Parganas			HTPL
39	Habra	North 24 Parganas	1 CDS		
40	Halisahar	North 24 Parganas			HTPL
41	Kamarhati	North 24 Parganas		4 CDS	
42	Kanchrapara	North 24 Parganas			HTPL
43	Khardah	North 24 Parganas	2 CDS		
44	Madhyamgram	North 24 Parganas	Attained Interview		
45	Naihati	North 24 Parganas		1 CDS	
46	North Barrackpore	North 24 Parganas	1 CDS	1 CDS	
47	North Dum Dum	North 24 Parganas	1 CDS		
48	Panihati	North 24 Parganas	1 CDS	2 CDS	
49	South Dum Dum	North 24 Parganas		2 CDS	
50	Titagarh	North 24 Parganas			HTPL
51	Kharagpur	Paschim Medinipur	3 CDS		
52	Medinipur	Paschim Medinipur	3 CDS		
53	Haldia	Purba Medinipur			SPADE
54	Tamluk	Purba Medinipur			SPADE
55	Purulia	Purulia	1 CDS		
56	Maheshtala	South 24 Parganas			HTPL
57	Rajpur Sonarpur	South 24 Parganas	1 CDS		
58	Raiganj	Uttar Dinajpur	1 CDS		



## Social Mobilisation And Institution Development (SM&ID)

4.1 The mobilisation of urban poor households to form their own institutions is an important investment for an effective and sustainable poverty reduction programme. NULM envisages universal social mobilisation of urban poor into Self-Help Groups (SHGs) and their federations. At least one member from each urban poor household, preferably a woman, should be brought under the Self-Help Group network in a time-bound manner. These groups will serve as a support system for the poor, to meet their financial and social needs. Normally, women SHGs will be formed, however male SHGs of handicapped persons will be allowed to be formed.

4.2 NULM would lay particular emphasis on the mobilisation of vulnerable sections of the urban population such as SCs, STs, minorities, female-headed households, persons with disabilities, the destitute, migrant labourers, and especially vulnerable occupational groups such as street vendors, rag pickers, domestic workers, beggars, construction workers, etc.

4.3 SHGs will federate at the Slum/Ward-level into an Area Level Federation (ALF). ALFs will organize into federation at the City level as a City Level Federation (CLF). The existing area-based structures created under SJSRY – Neighbourhood Group (NHG), Neighbourhood Committee (NHC) and Community Development Society (CDS) may be suitably transformed into SHG-based structures in due course. The Area Level Federation and City Level Federations will be registered bodies.

### Sub-Component – Building Community Institutions: SHGs and their Federations

4.4 For catalysing the formation of SHGs and their federations and to promote the financial inclusion of SHG members under NULM, Resource Organisations (ROs) will be engaged to facilitate the formation of SHGs, their development and bank-linkages, formation of their federations at the area and city levels, training and capacity building, and establishing links to ULBs and to mitigate social, occupational and residential vulnerabilities.

4.5 Autonomous registered agencies set up by State or Central Government or well established long-standing federations of SHGs having significant experience in managing large-scale community driven programmes and developing successful implementation strategies in social mobilisation and institution building in urban or rural areas may be preferred as Resource Organisations.

4.6 In addition, non-government organisations may be selected as a Resource Organisation on the basis of strict criteria including registration status of the organisation, turnover, number of years of experience, sound procurement and financial management capacity, number of dedicated expert staff, domain knowledge and prior experience in social mobilisation of poor households, training and capacity building, livelihood promotion, and bank linkage of the community organisations.

### Formation of SHGs: Engagement of Resource Organisations (ROs)

13. The experts hired under City Mission Management Unit (CMMU) along with the community organizers will work at the field level for formation of Self Help Groups under NULM. The services of ASHA / Anganwadi workers and other community level functionaries under various schemes / programmes of the Central and State Governments may also be utilised for this purpose.
14. However, for catalysing the formation of SHGs and their federations and to promote the financial inclusion of SHG members under NULM, Autonomous registered agencies set up by State or Central Government or well established long-standing federations of SHGs or non-government organisations may be engaged as Resource Organisations (RO). The Resource Organisations will facilitate the formation of SHGs and their development, bank-linkages, their federation at the area and city levels, training and capacity building, and establishing links to ULBs.
15. A maximum of Rs. 10,000/- can be spent per self help group for its formation, handholding, training of all the members, bank linkage, formation of federation and other related activities. The ULB will decide on the area to be covered per RO depending on their capacity. A RO should cover a minimum of 50 SHGs. States or the ULB will be expected to enter into an agreement with Resource Organisations and payment will be made on the basis of milestones like SHG formation, training of members, bank linkage, formation of federation at the area and city levels and access to benefits under NULM, including revolving fund. The Resource Organization will handhold the SHG for a period of two years.
16. **The functions of the RO are as follows:**
  - 16.1. Identifying Affinity Groups: ROs should identify prior relationships of trust and mutual support and encourage those individuals to form SHGs. The membership should be preferably through participatory approach and self-selection.
  - 16.2. Capacity Building: Once the SHG is formed, ROs will be expected to train ALL members of the SHG (not just the leaders/representatives) in: (a) The basic concepts of functioning of a SHG like how to conduct meeting; basics of savings, lending money, repayment habits; responsibilities of group members, (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self-assessment, etc.; and (d) accessing government benefits under NULM and other programmes of the savings Government.
  - 16.3. Handholding support for at least 15 months: Once the groups are formed, ROs will be required to attend their meetings on a regular basis. The ROs will also bring in bankers, government officials from various departments, and members from established SHGs (for cross-learning) to interact with the SHGs. The ROs will assist the Community Organiser in the evaluation of the performance of SHGs being supported by it. Within a month of formation of the SHG, all groups which do not have bank-accounts should be helped to open SHG bank accounts and the ROs will also facilitate credit to SHG from banks. Groups should be encouraged to access credit from other formal sources as well.
  - 16.4. Withdrawal of support between 15-24 months: In this period, ROs will be expected to withdraw active support from those SHGs that are formed and performing

satisfactorily. At this stage the level of monitoring will increase and at the end of the 24 months of support, a critical evaluation of the supported SHGs in collaboration with the Community Organiser must be undertaken to determine whether the SHG is self-sustaining. ROs will also ensure that SHGs are federated into ALFs and work closely with ALFs and CLFs to build their capacity.

- 16.5. ROs will also facilitate UID enrolment, opening of basic service accounts and credit counselling of SHG members

A model Framework for engagement of ROs under NULM is at **Annexure IV**. These are indicative and for guidance only; State/ULBs may suitably amend these based on local conditions.

# 17. **Selection of ROs:**

- 17.1. The autonomous registered agencies set up by State or Central Government or well established long-standing federations of SHGs or non-government organisations having significant experience in managing large-scale community driven programmes and developing successful implementation strategies in social mobilization and institution building in urban or rural areas may be preferred as Resource Organization.

- 17.2. In addition, non-government organisations may be selected as a Resource organization on the basis of domain knowledge and prior experience in social mobilization of poor households, training and capacity building, livelihood promotion, and bank linkage. While assessing the capacity of a NGO weightage should also be given to registration status of the organization, turnover, number of years of experience, procurement and financial management capacity and number of dedicated expert staff etc.

- 17.3. State Urban Livelihood Missions (SULMs) will be responsible for the selection of ROs across NULM cities in a transparent manner. SULMs are free to engage ROs at the state level or allow ULBs to empanel ROs on their own.

- 17.4. Care must be taken to ensure that the RO chosen is experienced in working with the urban poor at the grass-root level and preference must be given to ROs with a proven track record on this.

- 17.5. Resource Organisations may engage Community Resource Persons (CRPs) on their team for the formation of SHGs under NULM, however sub-contracting will not be allowed. Community Resource Persons are members of a mature SHGs, who have good knowledge and experience on SHG concept, group management norms, SHG meeting process, Bookkeeping, Agenda fixation etc. They have the ability and skills to motivating the poor, conduct trainings by drawing lessons from their personal experiences and the best practices of their SHGs. CRPs act as guides and role models for other poor individuals.

- 17.6. States may empanel the Resource Organizations through an open competitive bidding process based on strict criteria for selection (technical parameters) so that the quality of services is not compromised.



File No. K-14014/4/2014 UPA  
Government of India  
Ministry of Housing and Urban Poverty Alleviation  
(UPA Division)

Nirman Bhawan, New Delhi  
Dated 9<sup>th</sup> October, 2014

✓ **Shri B.P. Gopalika,**  
Principal Secretary (Municipal  
Affairs),  
Govt. of West Bengal,  
Writers Building,  
Kolkata - 700 001

SS CB CP  
Director, SIDA

ML  
31/10

**Subject: Nurturing groups formed under SJSRY Engagement of ROs-reg.**

As you are aware, under NULM, the emphasis is on the formation of SHGs for thrift and credit activities where groups of 10 - 20 urban poor women, come together to improve their living conditions by group savings and loans. Under SJSRY also groups were formed but thrift and credit was not a mandatory activity whereas under NULM, thrift and credit of SHGs is mandatory. It is suggested that:

- (1) Wherever possible, old groups formed under SJSRY may be nurtured till such time that they are integrated into the NULM structure. Subsequently, these groups may be federated as per NULM norms. It is suggested that long standing and functional CDS, after due evaluation, may be considered to be registered as ALF under NULM.
- (2) NULM provides for engagement of Resource Organisations (ROs) for the purpose of catalysing the formation of SHGs and their federations and to promote the financial inclusion of SHG members. It has been noted during interactions with States that in some cities it is difficult to find good ROs. It is suggested that if good ROs are not found in all cities, the State may appoint ROs in a phased manner based on their availability and in the areas not covered by ROs, Community Organizers (COs) may directly work on the ground for formation of SHGs.
- (3) States may also engage strong and well functioning Community Development Societies or federations of SHGs as ROs after assessing their capabilities to take up this work.

Yours faithfully,

(Animesh Bharti)  
Director (UPA)

Ph. No. 23061303/ Fax No. 23061185

**Shri M.N. Pradhan**  
Mission Director (SLMMU & NULM)  
Government of West Bengal  
HC Block, Sector- 3, Salt Lake,  
ILGUS Bhavan, Bidhan Nagar  
Kolkata - 700106

G. P. S. / Advisor  
31/10/14



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রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং ..SUDA- ৫৪/২০১৪(প-১)/৭৩৩(৫৩)

তারিখ ০৬.০৭.২০১৫

From : Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : The Mayor/ Chairperson

..... Municipal Corporation/ Municipality

**Sub : Sending proposal for engagement of CDS as Resource Organization (RO).**

Sir,

Lowering down the eligibility criteria for engagement of CDS as Resource Organization under NULM was under active consideration of Municipal Affairs Department.

Now it is approved that following will be the eligibility criteria for engagement of CDS as Resource Organization (RO).

1. Minimum average yearly turnover of CDS for the past 3 years should be one lakh.
2. No of SHGs formed and nurtured by CDS should not be less than 50 SHGs.
3. CDS should have adequate experience and expertise in bank linkages.

In this context you are requested to send the name of eligible CDS who are fulfilling the eligibility criteria above along with your recommendation for consideration of their engagement as Resource Organization (RO).

This proposal must reach to our office by 15<sup>th</sup> July, 2015 positively.

Yours faithfully,

*WL* ৬/৭/২০১৫  
Director, SUDA

&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsulm@igmail.com

Account Section : 2358 3408

Sub : Selection of CDSs as Resource Organisations under NULM

Resource Organisations (ROs) are designated to play a key role in formation and nurturing of SHGs and SHG-federations under the NULM guidelines. RFP was accordingly floated for engagement of ROs in the State. The response to the RFP was meek and only 12 applications in all were received. After evaluation of the applications, the State Committee set up for Selection of ROs etc. found only 5 applications eligible and shortlisted them for engagement as ROs in the State. A communication in the meanwhile was received from MoHUPA, wherein the Ministry directed the States to engage strong and well functioning Community Development Societies (CDSs) as ROs after proper assessment of their capabilities. As per resolution of the 4<sup>th</sup> State committee meeting held on 2.12.2014, applications were invited from the CDSs, who were willing to work as ROs and fulfilled the minimum eligibility criteria of managing 100 TCGs / SHGs and had annual average turnover of minimum 5 lakhs during the last 3 years. The eligibility criteria laid down was decided by the committee in conformity with the technical qualification as was mentioned in the original RFP. A letter was accordingly issued by SUDA to all the Chairpersons. This time too the response was not encouraging.

In the 6<sup>th</sup> meeting of the Committee for Selection of RO held on 02.04.2015, for roping in larger number of CDS, the Committee resolved that the existing eligibility criteria fixed for selection of ROs should be relaxed and following criteria be adopted for selecting a CDS as RO.

1. Minimum average yearly turnover for past 3 years should be 1 lakh (instead of 5 lakh followed earlier)
2. No. of TCGs/ SHGs formed and nurtured by CDS should not be less than 50 TCGs/ SHGs (in lieu of 100 SHGs followed earlier)
3. CDS should have adequate experience and expertise in bank-linkages

As per the resolution taken at the 6<sup>th</sup> meeting of the State Committee, a copy of which is placed in the file (Flagged-X). M.A. Department may be requested to accord approval to the revised eligibility criteria for selection of CDSs as ROs that has been resolved at the 6<sup>th</sup> State Committee for selection of RO etc. meeting on 2.04.2015.

Proposal at 'x' pre-page for fixing revised criteria for selection of existing and active CDS working within different municipal area to be considered for selection as Resource Organisation (RO) in order to facilitate formation of SHA groups under NUCM may be considered. The revised criteria (details at 'c' pre-page) has duly been recommended by the State Level Committee constituted for this purpose.

WT  
13/5/15

Principal Secretary  
M.A. Deptt  
Chairman, SUDA

Pl. See 2 permt-

hal  
17/5/15

10/05/15 67/15

14-05/15

File-54/2014/PT

JS(MC)

Two issues need to be discussed primarily <sup>to identify</sup> the basic reason for relaxation and status of RFP and whether any AOT guideline is ~~not~~ there.

JS Div (MKR), SUDA may hold a discussion on 20/5/2015 to arrive at a decision.

Me  
20/5/15

JS Director  
(MKRano)

Discussed with JS(MC) on 28.5.15. As per discussion file is put off.

Status of RFP - RFP was floated. 12 Agencies

participated. 5 agencies (2 NGOs & 3 CDS) were

found eligible. No action taken as per the decision.

(2 NGOs & 3 CDS - X)

Note from pre-page. —

No criteria for selection of CDS as RO was fixed. Based on above instruction from MOHTUPA an attempt was taken to select CDS as R.O.

However based on RFP eligibility criteria (CDS having 5 lakh turnover in a financial year and nurturing at least 100 SHGA) only 9 CDS out of 44 CDS interviews were found eligible (Fig-2)

Justification for lowering down eligibility criteria:—

- ① We need to cover 63 NULM town. Two NGOs collected covered cannot cover 63 towns.
- ② It is preferable to have one R.O for one NULM town.
- ③ As response of NGO is poor CDS is the suitable alternative as they have experience in SHGA nurturing.
- ④ Existing RFP criteria can fulfil only a few part of our requirement (can collect 2 NGOs and 3+9 CDS)

Hence lowering down of eligibility criteria is proposed to have maximum no of CDS as RO for each and every NULM town preferably in situ.

Director -

Joint Secretary  
(M. & C. Affairs)  
M. A. D. A.

Views above endorsed.

Order of Secy, MA prepage.

Proposal of Secy for revised eligibility

criteria (on the basis of the reason stated

above) for selection of CDS as RO, in

accordance with the existing guidelines.

By Secretary

Date

29/5/15

30/5/15

101/15

05/15

20/5/15

As approved by Hon'ble MIC we may ask for proposal from all NULM URB's recommending the name of CDS as per lowered down criteria.

Draft is put up for kind approval and signature.

W. S.  
3/7/15

W. S.  
6/8/15

Director  
5/5/15

Adviser  
W. S.  
7/7/15

Resolution of the 6<sup>th</sup> meeting of Committee for selection of Resource Organisations / Trainer Institute/  
Certification Agency constituted vide notification

No.479/MA/P/C-10/3S-30/2013 dated 27.06.2014

Venue : SUDA

Date & Time : 02.04.2015 at 04.00 pm

Members present :

1.	Shri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal	Chairman
2.	Shri M.K.Rano	Joint Director(SD), SUDA	Convenor
3.	Shri G Pal	Adviser, SUDA	Member
4.	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	Member
5.	Shri Sandip Gupta	Computer Programmer	Member

Shri B. C. Patra, Special Secretary, M.A Deptt. & Chairman of the committee took the chair. Following points came up for discussion at the meeting.

1. Jt. Director. (SD), SUDA informed the committee that on the basis of eligibility criteria that was followed earlier very few nos. of CDS could be shortlisted as RO.
2. The committee discussed in details the issues of formation of SHGs, capacity building & training of SHGs and their bank-linkage.
3. The committee opined that more number of CDS which are well conversant with such works should be engaged as ROs to accelerate the process of formation of SHGs and capacity building in all the NULM towns.
4. With a view to rope in more number of CDS as ROs, the committee resolved that the existing eligibility criteria followed for selection of ROs should be suitably relaxed
5. Committee further resolved that in place of the eligibility criteria that was followed hitherto, following eligibility criteria may now be followed for selection of CDS as RO
  - i) Minimum average yearly turnover of CDS for the past 3 years should be one lakh
  - ii) No of SHGs formed and nurtured by CDS should not be less than 50 SHGs
  - iii) CDS should have adequate experience and expertise in bank-linkages

With no further issues for discussion, the meeting ended with thanks to all the committee members present.

  
**Chairman**

**Selection Committee for**

**Resource Organisations/ Trainer Institute/ Certification Agency**

F.No. K-14011/7/2013-UPA/ITS - 9789  
Government of India  
Ministry of Housing and Urban Poverty Alleviation  
(UPA Division)

Nirman Bhavan, New Delhi  
Dated: 3<sup>rd</sup> August, 2015.

OFFICE MEMORANDUM

Subject: Amendments in Operational Guidelines of NULM in EST&P, SM&ID, CB&T and in SUH in the first meeting of Governing Council held on 24<sup>th</sup> June 2015

The undersigned is directed to refer to the above mentioned subject and to say that the following paragraphs of various clauses of the Operational Guidelines of NULM stand amended as indicated with the approval of Governing Council (GC) held on 24<sup>th</sup> June, 2015.

1. **Operational Guidelines of Social Mobilisation and Institution Development under NULM**

The Operational Guidelines for the Employment through Skills Training & Placement (EST&P) were issued vide OM No. K-14011/1/2013-UPA dated 11<sup>th</sup> December, 2013. The amended provision adding/ replacing the existing provisions are as follows:

SN	Existing Provision	Amended Provision
1.	Clause 15: A maximum of Rs. 10,000/- can be spent per SHG for its formation, handholding, training of all the members, bank linkage, formation of federation and other related activities.	An amount of Rs. 10,000/- can be spent per SHG for its formation, handholding, training of all the members, bank linkage, formation of federation and other related activities.
2.	Clause 17.3: SULMs will be responsible for the selection of ROs across NULM cities in a transparent manner. SULMs are free to engage ROs at the State level or allow ULBs to empanel ROs on their own.	Addition of new Clause - 17.3A: ROs which are already empanelled with NRLM, NABARD or any other government organisations with track record of good performance, may be directly engaged as RO.
3.	Clause 17.6. States may empanel the Resource Organizations through an open competitive bidding process based on strict criteria for selection (technical parameters) so that the	Deleted

1  
gll

SN	Existing Provision	Amended Provision
	quality of services is not compromised.	
4.	Clause 42: Central share released for CLCs should not be used for construction or renovation of physical infrastructure.	Central share released for CLCs should not be used for construction of physical infrastructure. However, funds could be utilized for renovation of existing infrastructure provided it does not adversely affect the funds required for other activities of the CLC.

## II. Operational Guidelines for the Employment through Skills Training & Placement(EST&P) under NULM

The Operational Guidelines for the Employment through Skills Training & Placement(EST&P) were issued vide OM No. K-14011/1/2013-UPA dated 13<sup>th</sup> December, 2013. The amended provision adding/ replacing the existing provisions are as follows:

SN	Existing Provision	Amended Provision
1	<p>Clause 5. Skill Training Providers (STPs)</p> <p><b>5.1. Identification</b> SULM may empanel private STPs through a bidding process. The selection criteria should be a combination of technical qualification, experience of the organization and the cost of training. Strict technical assessment of STPs shall have to be undertaken by the SULM to ensure that the quality of the training is not compromised.</p>	<p>Clause 5. Skill Training Providers (STPs)</p> <p><b>5.1. Identification</b> SULM may empanel private STPs through a selection process. The selection criteria should be a combination of technical qualification, experience of the organization, cost of training and any other variables that the State may identify. Strict technical assessment of STPs shall have to be undertaken by the SULM to ensure that the quality of the training is not compromised.</p>
2	<p>Para 2 of Clause 5.1</p> <p>The SULM may directly enter into an agreement with Govt. Institutes such as Industrial Training Institutes (ITI), Polytechnic Colleges, Technical Universities, etc. with details of modalities for mobilization, training,</p>	<p>Addition to Para 2 of Clause 5.1</p> <p>SULM can directly engage Training Partners of National Skill Development Corporation (NSDC) and training providers engaged by any other Government Agency for the purpose of skill training.</p>

SN	Existing Provision	Amended Provision
	certification, bank linkage, mandatory placement /self-employment setting up and tracking of the successful candidate.	However, the SULM will have to ensure that the engaged Training Providers adhere to the processes, deliverables and cost norms as mentioned in the NULM guidelines.
3	Para 3 of Clause 5.1  SULM may also adopt any other successful model of skill training projects funded through Government of India or State Government programs. SULM may also provide skill training through Industrial houses / Industrial associations which provide for in-house placement of trained beneficiaries.	Addition of new Clause - 5.1A  The Ministry can enter into MOU with National level Agencies in the Skill training space like National Skill Development Corporation (NSDC), Sector Skill Councils (SSC), Autonomous Institutes under Ministries of Govt. of India, Industrial Groups for skill training and placement. Based on this MOU between MoHUPA and Agencies, the States can give them work of skill development in the respective States.

### III. Operational Guidelines for the Capacity Building & Training (CB&T) under NULM

The Operational Guidelines for the Capacity Building & Training (CB&T) under NULM were issued vide OM No. No. K-14011/1/2013-UPA dated 18<sup>th</sup> December, 2013.

SN	Existing Provision	Amended Provision
1	3. Administration and Implementation structure at National level	New Clause is added as follows:  3.3A Institutes/agencies/experts such as NIRD/NABCONS/HSMI etc. may be deployed to strengthen implementation of the Mission, monitoring, evaluation, social audit and capacity building etc. in the States and UTs.
2	Annexure -II The list of Big States includes 18 States.	Telengana may be added as number 19 State in the list of Big states

IV. Operational Guidelines for the Scheme of Shelters for Urban Homeless (SUH) under NULM

The Operational Guidelines for the Scheme of Shelters for Urban Homeless (SUH) under NULM were issued vide OM No. K-14011/1/2013-UPA dated 13<sup>th</sup> December, 2013.

SN	Existing Provision	Amended Provision
1.	Clause 3.1: Depending upon local conditions each shelter could cater to 50 or 100 persons.	Depending upon local conditions, each shelter should preferably cater to 50 or more persons. In exceptional situations, shelters with lesser capacity could also be approved.
2.	Clause 11.6. Central Government would also provide 75% or 90% of the O&M cost as the case may be, for each shelter for the period of first 5 years of operation. For O&M of one shelter catering to 50 urban homeless an amount of Rs. 6,00,000/- per annum is provisioned.	Central Government would also provide 75% or 90% of the O&M cost as the case may be, for each shelter for the period of first 5 years of operation. The appropriate O&M cost will be approved by the Project Sanctioning Committee.

2. This issues with the approval of Hon'ble Minister for Housing and Urban Poverty Alleviation.

*A. Mittal*  
(Archana Mittal)  
Director (UPA)

Ministry of Housing and Urban Poverty Alleviation

To,

(All States/ UTs)

File No. K-14014/58(8)/2012-UPA/ITS-7791  
Government of India  
Ministry of Housing & Urban Poverty Alleviation  
(UPA Division)

Nirman Bhavan, New Delhi.

Dated: 08-06-2015

OFFICE MEMORANDUM

**Subject: Operational Guidelines for the Employment through Skills Training & Placement (EST&P) under the National Urban Livelihoods Mission (NULM).**

The Operational Guidelines for the Employment through Skills Training & Placement (EST&P) were issued vide O.M. No. K-14011/1/2013-UPA dated 13<sup>th</sup> December, 2013.

2. Para 5.4 of the guidelines deals with the tracking of successful candidates for a period of 6 months. The minimum period of tracking has now been increased from 6 months to 12 months. The revised Para will be as follows:

"The STP shall be required to track the successful candidates for a period of at least 12 months. For the candidates provided with wage employment in any industry information like appointment letter, pay package / remuneration, etc. shall be maintained and submitted to the ULB / SULM as per the terms and conditions of the contract with the STPs.

For the candidates interested in setting up micro-enterprises, the STP shall be responsible for providing support and track the progress of Micro-enterprise for a period of at least 12 months".

3. This issues with the approval of Minister of Housing & Urban Poverty Alleviation.


  
(B.K. Agarwal)

Joint Secretary to the Government of India

Tel: 23061630

To

All State Secretaries  
(In-charge of NULM)

 Nodal officer



Nirman Bhawan, New Delhi

Dated: 22<sup>nd</sup> August, 2016

**Subject: Amendments in Operational Guidelines of Deendayal Antyodaya Mission-National Urban Livelihoods Mission (DAY-NULM) regarding.**

The undersigned is directed to refer to the above mentioned subject and to say that the following clauses of the Operational Guidelines of DAY-NULM stand amended with the approval of Governing Council (GC) held on 19<sup>th</sup> July, 2016.

**1. Operational Guidelines of Self-Employment Programme (SEP) under DAY-NULM**

The operational guidelines of Self-Employment Programme (SEP) component of Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (DAY-NULM) issued vide O.M. No. K-14014/58(10)/2012-UPA dated 18<sup>th</sup> December 2013 as amended vide letter No. K-14014/37/2010-UPA (Pt-I)/FTS-14403 dated 15<sup>th</sup> June, 2016 are being further amended as follows:

SN	Existing Provision	Amended Provision
1.	<p><b>Clause 2. Selection of Beneficiary:</b></p> <p>The Community Organisers (COs) and professionals from Urban Local Body (ULB) will identify the prospective beneficiaries from among the urban poor. The community structures formed under Social Mobilisation &amp; Institutional Development (SM&amp;ID) component of DAY-NULM viz: Self Help Groups (SHGs) and Area Level Federations (ALFs) may also refer prospective individual and group entrepreneurs for purpose of financial assistance under SEP to ULB. The beneficiaries may directly approach ULB or its representatives for assistance. Banks may also</p>	<p><b>Clause 2. Selection of Beneficiary:</b></p> <p>The Community Organisers (COs) and professionals from Urban Local Body (ULB) will identify the prospective beneficiaries from among the urban poor. The community structures formed under Social Mobilisation &amp; Institutional Development (SM&amp;ID) component of DAY-NULM viz: Self Help Groups (SHGs) and Area Level Federations (ALFs) may also refer prospective individual and group entrepreneurs for purpose of financial assistance under SEP to ULB. The beneficiaries may directly approach ULB or its representatives for assistance. Banks may also identify prospective beneficiaries at their end and send such cases directly to ULB.</p>

for books of accounts as being used under DAY-NRLM (Annexure VIII). However, some modifications may be made as per local requirements.

**16.7 Developing Internal CRPs (Community Resource Persons):** ROs will facilitate identification of 2 active women out of 15-20 SHGs and develop them as internal CRPs. Internal CRPs may be the active member of SHGs who have established them as role model and who are willing to provide their services to the poor community. These active women are to be provided for at least 30-45 days training in phased manner. This will include engagement with external CRPs for 10-15 days, classroom training and exposure visit to better performing Self Help Groups/Area Level Federations/City Level Federations. After completion of the training, the Internal CRPs will be assessed by External CRPs/ROs. If necessary, additional inputs will be provided. After clearing assessment criteria, Internal CRPs can be engaged for conducting social mobilization process in other areas.

**16.8 Reporting by ROs:** Every month, the ROs will provide report of activities performed by them to ULBs. The ULBs /State Mission Management Unit will organize monthly review meeting to assess the progress of ROs. If required, the ROs will be provided training and field exposure for effective implementation of SM&ID activities.

5 17. Selection of ROs

Clause 17: Selection of ROs

17.4 Care must be taken to ensure that the RO chosen is experienced in working with

17.4 Care must be taken to ensure that the RO chosen is experienced in working with the poor at the grass-root level and

the urban poor at the grass-root level and preference must be given to ROs with a proven track record on this.

preference must be given to ROs with a proven track record on this.

**Additional new Clause 17A:**

**Engagement of Community Resource Persons (CRPs):**

DAY-NRLM has developed successful model of Community Institutions and Community Resource Person (CRPs) which can be useful for DAY-NULM also for implementing SM&ID activities. To widen the scope of social mobilization, DAY-NULM may consider to engage CRPs from DAY-NRLM areas to support Social Mobilization activities under DAY-NULM. The services of such CRPs may be taken by entering MoU with State Rural Livelihoods Mission/State Urban Livelihoods Mission/Federations at the State level or at ULB level.

6

**Clause 22: Opening of Bank Accounts**

**Additional new Clause 22.4:**

All the beneficiaries should be covered with various "benefits under Prime Minister Jan Dhan Yojana. The SHGs and ALFs will be made aware about the process of opening bank account under this scheme and its related benefits.

7

**Clause 23: Affordable Insurance (Health, Life and Pension)**

23.1 SULM should ensure maximum coverage under to the existing/ on-going insurance schemes of Government of India such as Rashtriya Swasthya Bima Yojana (RSBY) for health insurance, Janashree Bima Yojna (JBY) for Life Insurance, any state specific insurance schemes and micro insurance

**Clause 23: Affordable Insurance (Health, Life and Pension)**

23.1 SULM should ensure maximum coverage under to the existing/ on-going insurance schemes of Government of India such as Rashtriya Swasthya Bima Yojana (RSBY) for health insurance, Janashree Bima Yojna (JBY), Pradhan Mantri Jivan Jyoti Bima Yojana, Pradhan Mantri Suraksha Bima Yojana, Atal Pension Yojana any state specific insurance schemes and micro insurance products.

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT AS A RESOURCE ORGANISATION (ROs)**

**FOR IMPLEMENTING**

**SOCIAL MOBILISATION AND INSTITUTION DEVELOPMENT**

**UNDER NATIONAL URBAN LIVELIHOOD MISSION (NULM)**

**(Submission of Bid through e-tender)**

**EOI NO: WBMAD/SUDA/DIR/EOI-03(e)/2014**

**BY**

**WEST BENGAL STATE URBAN LIVELIHOOD MISSION**

**ILGUS BHAWAN, HC BLOCK, SECTOR – III, BIDHANNAGAR,  
KOLKATA 700106**

Phone: 033-2358 5767/6403, fax: 033-23585800  
Email: wbsulm@gmail.com

### Expression of Interest

Mission Director, West Bengal State Urban Livelihood Mission (WBSULM) under the Department of Municipal Affairs, Government of West Bengal invites '**Expression of Interest (EOI)**' from well established, interested registered Institutions/ Organizations / Companies/ Trusts/ Societies/ Govt Institutions/Industry Associations/MSME Institutions/Sole Proprietorship for empanelment as Resource Organisation (ROs) for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income-generating activities to the urban poor families in different ULBs of West Bengal under 'Social Mobilization and Institutional Development (SM&ID)' – a component of National Urban Livelihood Mission (NULM). SM&ID has a target to form SHGs approximately 15000 over the period of next three years.

Proposals are thus invited from eligible agencies (as per eligibility criteria listed in the EOI) for the said purpose. The last date for receipt of proposals is .....2014 till 3 PM. Online proposal in this regard is required to be submitted in the web portal <https://wbtenders.gov.in> only.

**Mission Director**

**West Bengal State Urban Livelihood Mission (WBSULM)**

**ILGUS Bhawan, HC Block, Sector - III, Bidhannagar, KOLKATA - 700106**

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E		STATEMENT OF INDICTMENT	Details in Annexure - 10
F		PERFORMANCE GUARANTEE	Details in Annexure - 11

Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned documents should not exceed 300.

#### Section 4: Selection Criteria

##### 1. Evaluation of Tender:

- a. **Opening of Tender:-** Tenders will be opened by the High Powered Technical Evaluation Committee from the website using Digital Signature Certificate.
- b. **Statutory Cover** (sub-folder) documents will be opened first and if found in order, Non-Statutory (sub-folder) documents will be opened. If there is any deficiency in the statutory documents the bid will summarily be rejected.
- c. Decrypted (transformed into readable formats) documents of the Non-Statutory (sub-folder) will be downloaded and handed over to the Tender Evaluation Committee. Scrutiny of Tender and recommendation thereafter will be made to the Mission Director, WBSULMI.
- d. **Uploading of summary list of successful bidder/s** - Pursuant to scrutiny and decision of the high powered technical evaluation committee, the summary list of successful bidder/s will be uploaded in the web portals.
- e. While evaluating, the committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- f. Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- g. The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible for further consideration.

##### 2. Confidentiality

Any attempt by the shortlisted Bidders or anyone on behalf of the Bidder to influence the Authority improperly in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal.

##### 3. Proposal Evaluation

The Authority will conduct the technical evaluation of the submitted proposals on the basis of the evaluation guidelines. However, the WBSULM may seek clarification on the information submitted by the Bidder, if required. Wherever necessary the Bidder may be called upon to make the presentation in power point format before the committee at the cost of the Bidder.

The committee may undertake the verification & inspection of the ROs premises or centres to verify the availability of the physical and technical infrastructure as stated by the Bidder.

#### 4. Evaluation Guidelines

- a) Methodology to be adopted for the evaluation of the proposal will be only Quality Based (Technical) Selection.
- b) The selection for the empanelment would be done by a high powered committee formed by WBSULM based on a preset evaluation criteria outlined below. Technical Evaluation Methodology:

<b>A. Criteria of Evaluation(Institutional)</b>	<b>Maximum Marks</b>
<b>Experience &amp; Expertise:</b> Organisational details, Documentary proof specifying their work experiences with Govt./semi-govt./other reputed organisation with good track record.	25
<b>Infrastructure:</b> No. of centres with adequate Infrastructure and support system available in the state and capacity to arrange make shift centre at ULB level with all facility.	10
<b>Strategy &amp; Approach:</b> Formation of SHGs and hand holding.	15
<b>Staff Resources:</b> Faculty & personnel available to handle the present assignment	15
<b>Financial Criteria:</b> Average Annual Turnover	10
<b>Sub Total: A</b>	<b>75</b>
<b>B. Criteria of Evaluation (Formation of SHGs and Bank Linkages)</b>	<b>Maximum Marks</b>
Methodology Followed	15
Provisions of Materials (Books/CD/others.) & Power Point Presentation	10
<b>Sub Total: B</b>	<b>25</b>
<b>Grand Total(A +B) :</b>	<b>100</b>

**Note:**

- a. WBSULM will call for a Power Point presentation from qualified Bidders on the submitted EOI for which a prior intimation will be given.
- b. The authority reserves all rights to reject the shortlisted bidders at any stage without assigning any reason thereof.

- c. The Bidder **scoring 50** or more marks would be empanelled as eligible Resource Organisations (ROs).

## **Section 5: Empanelment of the ROs**

### **1. Empanelment:**

- a. The short listed Bidder will be issued Letter of Intent (LOI). On receipt of the Letter of Intent (LOI) from WBSULM, the ROs shall be required to submit performance guarantee (PG), to WBSULM within 7 working days from the date of letter before being finally empanelled. On receipt of such PG a Memorandum of Agreement (MoA) shall be executed with the ROs and an another agreement 'Memorandum of Understanding' shall be executed between ULB and ROs for work order and payment (on a non-judicial stamp paper).
- b. The successfully evaluated Bidder will be enlisted in a panel by WBSULM as ROs in the approved sector and ULBs upload the said list on its website.
- c. The Empanelment list will be valid for a period of three years from the date of notification.
- d. WBSULM shall also issue an empanelment letter to the respective ROs mentioning, inter alia, the ULB for which the agency is empanelled for the award of assignment under this scheme.
- e. West Bengal State Urban Livelihood Mission (WBSULM) reserves the right to delist any Empanelled Resource Organisations (ROs ) at any time if performance is found unsatisfactory and detrimental to the interest of the urban poor.
- f. Government agency may have to work anywhere in West Bengal as per requirement and direction of WBSULM.

### **2. Award of assignment order**

- a. The empanelled agency will be awarded the assignment order by the respective ULB.



Director SULM &lt;wbsulm@gmail.com&gt;

**Information related to mid term evaluation of DAY-NULM**

1 message

**Savita Jain** <savita.nulm@gmail.com>

Wed, Nov 16, 2016 at 3:47 PM

To: alpesh.shahce@gmail.com, pops\_vikas@yahoo.com, umhang.sulm@gmail.com, jermin.sulm@gmail.com, nulmcg.smid@gmail.com, sjsry.cg@gmail.com, vaibhavjain300681@gmail.com, misnulm@gmail.com, ningappamsw@gmail.com, pushpam6677@gmail.com, kavithadma@gmail.com, meghna\_sudhakaran@yahoo.com, rajeshkumarnarayan@gmail.com, raje.prasadraje@gmail.com, ravis007@gmail.com, malsawmipc@gmail.com, zoey.ckck@gmail.com, dherya@gmail.com, gaurav24rai@gmail.com, abin.banerjee05@gmail.com, ashwanigomlada@gmail.com, sanjayjoshi71@gmail.com, tsmepma1suja@gmail.com, smc.it.mepma@gmail.com, smmu.hudd@gmail.com, smmugoa@yahoo.com, demellogabriella@gmail.com, Kamal Kishore Narayan <kkn.nulmbihar@visioneis.org>, raushan.kumar@visioneis.org, asimaffluent@gmail.com, Sukhdev Yadav <sukhdevyadav4@gmail.com>, kisholaydas77@gmail.com, pranjitkakati5@gmail.com, giriranjankumar2001@gmail.com, jitender.hr@gmail.com, vkvishalkshp@gmail.com, chakshugrover@yahoo.com, "Mohd. Taiyab" <mdtaiyabko@gmail.com>, vinod.kanojia@gmail.com, nulmsudauk@gmail.com, wbsulm@gmail.com, vivektriv@gmail.com, mpnulm.fi@gmail.com, pn.pandey@mpurban.gov.in, Rajasekhar Reddy <peddasaniraja@gmail.com>, cma.tncma@gmail.com, apdsuda@gmail.com, punjabsulm@gmail.com, mudamanipur@gmail.com, nagaland.sulm@gmail.com, suda\_nagaland@yahoo.com, tncdwho@yahoo.co.in, directorurbantripura@gmail.com

Cc: nmm-nulm@googlegroups.com

Dear All

As per Mission Guidelines, the mid term evaluation of DAY-NULM is proposed shortly. The evaluating agency will visit the States for collection of information about the implementation of DAY-NULM. In this regard, you are kindly requested to provide the information regarding Resource Organization in the format attached.

Thanks &amp; Regards

Dr. Savita Jain  
National Mission Manager (Social Mobilization & Institution Development  
DAY-NULM  
Ministry of Housing & Urban Poverty Alleviation  
Nirman Bhawan, New Delhi

**ROs details.docx**

12K

**Ministry of Housing & Urban Poverty Alleviation (UPA Division)**

**Deendayal Antyodaya Yojana- National Urban Livelihoods Mission**

Name of RO	Address	Name of Contact person	Ph. Number	Email ID	Date of empanelment	Name of city/ ULB where work is allotted	Target given (number of SHGs to be formed)

**Ministry of Housing & Urban Poverty Alleviation (UPA Division)**  
**Deendayal Antyodaya Yojana - National Urban Livelihoods Mission**

Sl No	Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ U/LB where work is allotted	Target given (Number of SHG to be formed)
1	Krishnanagar Subhas Chandra CDS Netaji	Krishnanagar	DEBJANI PAL	9434433970	sulm.krishnanagar@gmail.com	16.11.2015	Krishnanagar	50
2	Krishnanagar Swami Vivekananda CDS	Krishnanagar	KAKOLI DAS	7501359688	sulm.krishnanagar@gmail.com	16.11.2015	Krishnanagar	50
3	Krishnanagar Rabindranath Thakur CDS	Krishnanagar	SANDHYA MODAK	9093629205	sulm.krishnanagar@gmail.com	16.11.2015	Krishnanagar	50
4	Krishnanagar DL Roy CDS	Krishnanagar	SHABARI ADHIKARY	8293577036	sulm.krishnanagar@gmail.com	16.11.2015	Krishnanagar	50
5	Bhatpara No. VI CDS	Bhatpara	SANDHYA SHAW	8013915188	sulm.bhatpara@gmail.com	16.11.2015	Bhatpara	50
6	Bhatpara No. V CDS	Bhatpara	MONIKA DEY	9831733298	sulm.bhatpara@gmail.com	16.11.2015	Bhatpara	50
7	Bhatpara No. IV CDS	Bhatpara	MANJU DIGAR	9163439231	sulm.bhatpara@gmail.com	16.11.2015	Bhatpara	50
8	Bhatpara No. II CDS	Bhatpara	LAKHI MAHATO	9038563238	sulm.bhatpara@gmail.com	16.11.2015	Bhatpara	50
9	Bhatpara No. I CDS	Bhatpara	SANDHYA NATH	9674565614	sulm.bhatpara@gmail.com	16.11.2015	Bhatpara	50
10	Matangini No. 5 CDS, Durgapur	Durgapur	GITA RUIDAS	9563021751	sulm.durgapur@gmail.com	16.11.2015	Durgapur	50
11	Laxminbai No. 3 CDS, Durgapur	Durgapur	SHILA DAS	9547095784	sulm.durgapur@gmail.com	16.11.2015	Durgapur	50
12	Balughat No.5 CDS	Balughat	GITA RUIDAS	8900673738	sulm.balughat@gmail.com	16.11.2015	Balughat	50
13	Champdani No. 2 CDS	Champdani	SEEMA KHAN	9883053489	sulm.champdany@gmail.com	16.11.2015	Champdani	50
14	Amrita CDS Coochbehar	Coochbehar	BARNALI GHOSH	9851750200	sulm.coochbehar@gmail.com	16.11.2015	Coochbehar	50

**Ministry of Housing & Urban Poverty Alleviation (UPA Division)**  
**Deendayal Antyodaya Yojana - National Urban Livelihoods Mission**

Sl No	Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ULB where work is allotted	Target given (Number of SHG to be formed)
15	Ashadeep CDS	Kharagpur	DEBJANI DEB	8016264990	sulm.kharagpur@gmail.com	16.11.2015	Kharagpur	50
16	AIKATAN CDS APANJAN CDS	Kharagpur	TANIA MAHATO	7501157347	sulm.kharagpur@gmail.com	16.11.2015	Kharagpur	50
17		Kharagpur	SUSMITA BANERJEE	9800884766	sulm.kharagpur@gmail.com	16.11.2015	Kharagpur	50
18	APARAJITA CDS CDS 2 Habra	Kharagpur	MADHURI GHOSH	9733930462	sulm.kharagpur@gmail.com	16.11.2015	Kharagpur	50
19		Habra	RUPA ROY (PODDER)	9832114906	sulm.habra@gmail.com	16.11.2015	Habra	50
20	North Barrackpore No 1 CDS	North Barrackpore	LAKSHMI DHAR	8482057760	sulm.northbarrackpore@gmail.com	16.11.2015	North Barrackpore	50
21	Chandernagore 2 CDS	Chandannagar	JHARNA RAJAK	8274830065	sulm.chandernagore@gmail.com	16.11.2015	Chandannagar	50
22	Chandernagore 1 CDS	Chandannagar	PIYALI SANTRA	8444033601	sulm.chandernagore@gmail.com	16.11.2015	Chandannagar	50
23	Bankura CDS No. 3	Bankura	SOMA DAS	9474599198	sulm.bankura@gmail.com	16.11.2015	Bankura	50
24	Bankura CDS No. 4	Bankura	KANCHAN NANDI	9153545722	sulm.bankura@gmail.com	16.11.2015	Bankura	50
25	Bankura CDS No. 2	Bankura	TARA TEWARY	9475217051	sulm.bankura@gmail.com	16.11.2015	Bankura	50
26	Bankura CDS No. 1	Bankura	CHHAYA PATRA	9635596500	sulm.bankura@gmail.com	16.11.2015	Bankura	50
27	Bansberia Saraswati CDS	Bansberia	SIKHA SARKAR	9836515877	sulm.bansberia@gmail.com	16.11.2015	Bansberia	50
28	Bansberia Haneswari CDS	Bansberia	SANTA BASU	9378225794	sulm.bansberia@gmail.com	16.11.2015	Bansberia	50

**Ministry of Housing & Urban Poverty Alleviation (UPA Division)**  
**Deendayal Antyodaya Yojana - National Urban Livelihoods Mission**

Sl No	Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ULB where work is allotted	Target given (Number of SHG to be formed)
29	Sarojini CDS Barasat	Barasat	KALPANA ROY	8653539280	sulm.barasat@gmail.com	16.11.2015	Barasat	50
30	Pritilata CDS Barasat	Barasat	JYOTSNA GANGULY	9836147112	sulm.barasat@gmail.com	16.11.2015	Barasat	50
31	Barasat Matangini CDS	Barasat	GAYATRI BISWAS	9830458239	sulm.barasat@gmail.com	16.11.2015	Barasat	50
32	Midnapore No. 4 CDS	Midnapore	SULEKHA DAS PRADHA	9002891677	sulm.medinipur@gmail.com	16.11.2015	Midnapore	50
33	Midnapore No. 2 CDS	Midnapore	SHYAMALI SAHA	7797049191	sulm.medinipur@gmail.com	16.11.2015	Midnapore	50
34	Midnapore No. 3 CDS	Midnapore	BARNALI BARIK	8759089712	sulm.medinipur@gmail.com	16.11.2015	Midnapore	50
35	Sonarpur CDS	Rajpur-Sonarpur	APARNA MITRA MOND	9681230392	sulm.rajpursonarpur@gmail.com	16.11.2015	Rajpur-Sonarpur	50
36	Baranagar No.2 CDS	Baranagar	SAKTI DUTTA	9051241319	sulm.baranagar@gmail.com	16.11.2015	Baranagar	50
37	Baranagar No.3 CDS	Baranagar	SANDHYA BOSE	9830090175	sulm.baranagar@gmail.com	16.11.2015	Baranagar	50
38	Burdwan No.1 CDS	Burdwan	MEHABUBA KHATUN	8906160065	sulm.burdwan@gmail.com	16.11.2015	Burdwan	50
39	Burdwan No.2 CDS	Burdwan	CHABI SINGH	9679434876	sulm.burdwan@gmail.com	16.11.2015	Burdwan	50
40	Burdwan No.3 CDS	Burdwan	MALINA SINGH	9333842285	sulm.burdwan@gmail.com	16.11.2015	Burdwan	50
41	Burdwan No.4 CDS	Burdwan	RINA DAS	9647994004	sulm.burdwan@gmail.com	16.11.2015	Burdwan	50
42	Khardah No. 1 CDS	Khardah	APARNA BOSE	9330130654	sulm.khardah@gmail.com	16.11.2015	Khardah	50

**Ministry of Housing & Urban Poverty Alleviation (UPA Division)**  
**Deendayal Antyodaya Yojana - National Urban Livelihoods Mission**

Sl No	Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ULB where work is allotted	Target given (Number of SHG to be formed)
43	Khardah No. 2 CDS	Khardah	SANTWANA PRASAD	9748170382	sulm.khardah@gmail.com	16.11.2015	Khardah	50
44	Santipur No. 1 CDS	Santipur	BASANTI ADHIKARY	8293989002	sulm.santipur@gmail.com	16.11.2015	Santipur	50
45	Siliguri No. 7 CDS	Siliguri	SABITRI CHHETRI	9475084217	sulm.siliguri@gmail.com	16.11.2015	Siliguri	50
46	English Bazar No.2 CDS	English Bazar	JHUMA ROY (PAL)	8609947467	sulm.englishbazar@gmail.com	16.11.2015	English Bazar	50
47	Raigunj No.1 CDS	Raigunj	ARATI SINGHA ROY	9475588665	sulm.raigunj@gmail.com	16.11.2015	Raigunj	50
48	Kalyani No.2 CDS	Kalyani	KALYANI DAS	8334879473	sulm.kalyani@gmail.com	16.11.2015	Kalyani	50
49	Panihati No. 3 CDS	Panihati	MITA DUTTA	9231894078	sulm.panihati@gmail.com	16.11.2015	Panihati	50
50	Panihati No. 4 CDS	Panihati	SUMITA DAS	9477260718	sulm.panihati@gmail.com	16.11.2015	Panihati	50
51	Rishra No.2 CDS	Rishra	BHAWANI MISHRA	9007184006	sulm.rishra@gmail.com	16.11.2015	Rishra	50
52	Laximibai No.2 CDS	Purulia	RINA MAHATO	9737704509	sulm.purulia@gmail.com	16.11.2015	Purulia	50

Ministry of Housing & Urban Poverty Alleviation (UPA Division)

Deendayal Antyodaya Yojana - National Urban Livelihoods Mission

Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ULB where work is allotted	Target given (Number of SHG to be formed)
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Ministry of Housing & Urban Poverty Alleviation (UPA Division)  
Deendayal Antyodaya Yojana - National Urban Livelihoods Mission

Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ULB where work is allotted	Target given (Number of SHG to be formed)
Tujianganj Anwasha Welfare Society	lamba para, PO-&PS-Tufanganj, Coochbehar, Pin-736159		3582244533	<a href="mailto:nulmanwasha.ro@gmail.com">nulmanwasha.ro@gmail.com</a>	16.11.2015	Coochbehar jalpaiguri Darjeeling Alipurduar	50 50 50 50
GARDEN REACH BANGLA BASTI ACADEMIC development SOCIETY	G-38, Bangla Basti, Garden Reach Road, kolkata-24		033-32613493/ 033 2469 2049	<a href="mailto:grbb_nro@yahoo.com">grbb_nro@yahoo.com</a>	16.11.2015	Howrah Uluberia	50 50

**Ministry of Housing & Urban Poverty Alleviation (UPA Division)**  
**Deendayal Antyodaya Vojana - National Urban Livelihoods Mission**

Sl No	Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ ULB where work is allotted	Target given (Number of SHG to be formed)
1	Asansol CDS-3	Asansol	Kabita Chawdhury	9564194592	sulm.asansol@gmail.co	12.09.2016	Asansol	50
2	Asansol CDS-6	Asansol	Lipika Chakraborty	8906803599	sulm.asansol@gmail.co	12.09.2016	Asansol	50
3	Asansol CDS-8	Asansol	Baby Banerjee	7384451172	sulm.asansol@gmail.co	12.09.2016	Durgapur	50
4	Durgapur CDS-1	Durgapur	Madhuri Das	9333945607	sulm.durgapur@gmail.co	12.09.2016	Durgapur	50
5	Durgapur CDS-4	Durgapur	Sharmila Soren	8900718278	sulm.durgapur@gmail.co	12.09.2016	Durgapur	50
6	Alipurdwar CDS-1	Alipurdwar	Radha Rani Bhowmik	9932200244	sulm.alipurdwar@gmail.co	12.09.2016	Alipurdwar	50
7	Kamarhati CDS-1	Kamarhati	Sukla Chakraborty	9903222883	sulm.kamarhati@gmail.co	12.09.2016	Kamarhati	50
8	Kamarhati CDS-2	Kamarhati	Mitali das	9836532383	sulm.kamarhati@gmail.co	12.09.2016	Kamarhati	50
9	Kamarhati CDS-3	Kamarhati	Bharati karmakar	9830592351	sulm.kamarhati@gmail.co	12.09.2016	Kamarhati	50
10	Kamarhati CDS-4	Kamarhati	Nandita Biswas	9836763000	sulm.kamarhati@gmail.co	12.09.2016	Kamarhati	50
11	Rajpur-Sonarpur CDS-1	Rajpur-Sonarpur	Dipali Mondal	9748815761	sulm.raipursonarpur@gmail.co	12.09.2016	Rajpur-Sonarpur	50
12	Rajpur-Sonarpur CDS-2	Rajpur-Sonarpur	Rekha Bose	7044659441	sulm.raipursonarpur@gmail.co	12.09.2016	Rajpur-Sonarpur	50
13	Rajpur-Sonarpur CDS-3	Rajpur-Sonarpur	Smriti Kaul	9830659186	sulm.raipursonarpur@gmail.co	12.09.2016	Rajpur-Sonarpur	50
14	Rajpur-Sonarpur CDS-4	Rajpur-Sonarpur	Chhaya Karmakar	9836475914	sulm.raipursonarpur@gmail.co	12.09.2016	Rajpur-Sonarpur	50
15	Bhadreswar CDS-1	Bhadreswar	Bipasa Chourasia	8820853173	sulm.bhadreswar@gmail.co	12.09.2016	Bhadreswar	50

**Ministry of Housing & Urban Poverty Alleviation (UPA Division)**  
**Deendayal Antyodaya Yojana - National Urban Livelihoods Mission**

SI No	Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ ULB where work is allotted	Target given (Number of SHG to be formed)
16	Bhadreswar CDS-2	Bhadreswar	Milkha Banerjee	9681897075	sulm.bhadreswar@gmail.com	12.09.2016	Bhadreswar	50
17	Basirhat CDS-1	Basirhat	Manju Basu (Das)	9046920060	sulm.basirhat@gmail.com	12.09.2016	Basirhat	50
18	Basirhat CDS-2	Basirhat	Rekha Debnath	7872188044	sulm.basirhat@gmail.com	12.09.2016	Basirhat	50
19	North Barrackpore CDS-2	North Barrackpore	Kajali Majhi	9903917274	sulm.northbarrackpore@gmail.com	12.09.2016	North Barrackpore	50
20	South Dum Dum CDS-1	South Dum Dum			sulm.southdumdum@gmail.com	12.09.2016	South Dum Dum	50
21	South Dum Dum CDS-2	South Dum Dum			sulm.southdumdum@gmail.com	12.09.2016	South Dum Dum	50
22	Uttarpara-Makha CDS	Uttarpara-Kotrang	Mousumi Ghosh	9836671670	sulm.uttarpara@gmail.com	12.09.2016	Uttarpara-Kotrang	50
23	Deulpara CDS	Naihati			sulm.naihati@gmail.com	12.09.2016	Naihati	50
24	Panihati CDS-1	Panihati	Sukla Nandi		sulm.panihati@gmail.com	12.09.2016	Panihati	50
25	Panihati CDS-2	Panihati	Swapna Das		sulm.panihati@gmail.com	12.09.2016	Panihati	50

Ministry of Housing & Urban Poverty Alleviation (UPA Division)  
Deendayal Antyodaya Yojana - National Urban Livelihoods Mission

Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ ULB where work is allotted	Target given (Number of SHG to be formed)
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**Ministry of Housing & Urban Poverty Alleviation (UPA Division)  
Deendayal Antyodaya Yojana - National Urban Livelihoods Mission**

Name of RO	Address	Name of Contract Person	Phone No.	Email ID	Date of Empanelment	Name of City/ ULB where work is allotted	Target given (Number of SHG to be formed)
SPADE	52 garfa Main road, kolkata-700075	Subhasish Debnath	3324185452	<a href="mailto:spadekolkata@gmail.com">spadekolkata@gmail.com</a>	12.09.2016	Baidyabati	50
						Hoogly	50
						Suri	50
						Haldia	50
						Tamralipta	50
Berhampore	50						
Hari Telematics Pvt.Ltd	9, Chandrslok Market, Niladri Vilhar, Bhubaneswar - 751016	S.Mishra	6742742456	<a href="mailto:elipdesk@htplindia.com">elipdesk@htplindia.com</a>	12.09.2016	Titagarh	50
						Bidhan nagar	50
						Bongaon	50
						Dum Dum	50
						Halisahar	50
						Kanchrapara	50
						Maheshtala	50
Serampore	50						

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং .....SUDA-33/2015/1535(67)

তারিখ 12.09.2016

From : Director, SUDA &  
 Mission Director, WBSULM

To : Mayor,

..... Municipal Corporation.

Chairperson,

..... Municipality/ NAA

**Sub:- Letter regarding empanelment of CDS as RO**

Sir,

In accordance with the consent received from of ministry of HUPA , Gol , WBSULM is selecting Community Development Society as resource Organization (RO) under Social Mobilization and institution Development under DAY-NULM programme with following criteria/experiences:-

- 1) No. of SHGs formed and nurtured by CDS is more than 50 SHGs.
- 2) Average annual turnover for the past 3 years is more than one lakh.

To select the establish CDS from 67 ULB newly inducted in DAY-NULM a selection process will be conducted by a team from SUDA and WBSULM as per following :-

Date	Time	Venue
28.09.2016	11am	SUDA Conference Hall

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com


Account Section : 2358 6408

In this connection :-

- 1) ULBs who have send the proposal for selection of CDS as RO to SUDA already are requested to send two representative from each CDS with all relevant documents like Registration / Accounts /AGM/Audit/Pass Book etc .
- 2) ULBs who do not have send proposal but willing to send are requested to send this proposal by 20.9.2016 and send two CDS representatives as detailed in point (1) above.
- 3) ULBs who do not have send proposal confirm in writing that they will not send any such proposal proposal .

All new 67 DAY NULM ULB are requested to response in any one of the point (1), (2), (3) above positively .

Yours faithfully,

 12/9/2016

Director, SUDA

&

Mission Director, WBSULM

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-33/2015 (০৮১)/১৭২৫ (৩৪)

তারিখ 17-11-16

From : Director, SUDA &  
 Mission Director, WBSULM

To : The Mayor / Chairman,  
 ..... Municipal Corporation / Municipality/ NAA

**Subject :- Review Meeting with Resource Organization**  
**Ref :- This office no SUDA-33/2015/1569 dt. 16.11.2015**

Sir,

With reference to above letter, WBSULM has empanelled 52 CDS among 26 ULBs as RO under SMID component of DAY-NULM to operate within your Municipal jurisdiction. A meeting has been arranged to discuss the present performance of RO in your ULB on 30th November, 2016 and 2<sup>nd</sup> December, 2016 at SUDA Conference Hall at 11.00 AM.

So you are requested to depute your one representatives from each RO and one representative from each ULB to remain present during the meeting. All Resource Organization should furnish performance report as enclosed format.

Yours faithfully

  
 Director, SUDA

&amp;

Mission Director, WBSULM

Enclo : i) The List of RO  
 ii) Report Format

### List of CDS engaged as Resource Organisation (RO)

S. No.	Name of CDS	Name of ULB	Date
1	Krishnanagar Netaji Subhas Chandra CDS	Krishnanagar	30th November, 2016
2	Krishnanagar Swami Vivekananda CDS		
3	Krishnanagar Rabindranath Thakur CDS		
4	Krishnanagar DL Roy CDS		
5	Bhatpara No. VI CDS	Bhatpara	30th November, 2016
6	Bhatpara No. V CDS		
7	Bhatpara No. IV CDS		
8	Bhatpara No. II CDS		
9	Bhatpara No. I CDS		
10	Matangini No. 5 CDS, Durgapur	Durgapur	30th November, 2016
11	Laxmibai No. 3 CDS, Durgapur		
12	Balurghat No. 5 CDS	Balurghat	30th November, 2016
13	Champdani No. 2 CDS	Champdani	30th November, 2016
14	Amrita CDS, Coochbehar	Coochbehar	30th November, 2016
15	Ashadeep CDS, Khargpur	Khargpur	30th November, 2016
16	Kharagpur No. 1 CDS		
17	Kharagpur No. 2 CDS		
18	Kharagpur No. 3 CDS		
19	CDS 2 Habra	Habra	30th November, 2016
20	North Barrackpore No. 1 CDS	North Barrackpore	30th November, 2016
21	Chandnagore 2 CDS	Chandannagar	30th November, 2016
22	Chandernagore 1 CDS		
23	Bankura CDS No. 3	Bankura	30th November, 2016
24	Bankura CDS No. 4		
25	Bankura CDS No. 2		
26	Bankura CDS No. 1		
27	Bansberia Saraswati CDS	Bansberia	30th November, 2016
28	Bansberia Hanseswari CDS		

### List of CDS engaged as Resource Organisation (RO)

S. No.	Name of CDS	Name of ULB	Date
29	Sarojini CDS, Barasat	Barasat	30th November, 2016
30	Pritilata CDS, Barasat		
31	Barasat Matangini CDS		
32	Midnapore No. 4 CDS	Midnapore	30th November, 2016
33	Midnapore No. 2 CDS		
34	Midnapore No. 3 CDS		
35	Sonarpur CDS	Rajpur-Sonarpur	30th November, 2016
36	Baranagar No. 2 CDS	Baranagar	2 <sup>nd</sup> December, 2016
37	Baranagar No. 3 CDS		
38	Burdwan No. 1 CDS	Burdwan	2 <sup>nd</sup> December, 2016
39	Burdwan No. 2 CDS		
40	Burdwan No. 3 CDS		
41	Burdwan No. 4 CDS		
42	Khardah No. 1 CDS	Khardah	2 <sup>nd</sup> December, 2016
43	Khardah No. 2 CDS		
44	Santipur No. 1 CDS	Santipur	2 <sup>nd</sup> December, 2016
45	Siliguri No. 7 CDS	Siliguri	2 <sup>nd</sup> December, 2016
46	English Bazar No. 2 CDS	English Bazar	2 <sup>nd</sup> December, 2016
47	Raiganj No.1 CDS	Raiganj	2 <sup>nd</sup> December, 2016
48	Kalyani No. 2 CDS	Kalyani	2 <sup>nd</sup> December, 2016
49	Panihati No. 3 CDS	Panihati	2 <sup>nd</sup> December, 2016
50	Panihati No. 4 CDS		
51	Rishra No. 2 CDS	Rishra	2 <sup>nd</sup> December, 2016
52	Laxmibai No. 2 CDS	Purulia	2 <sup>nd</sup> December, 2016
53	North Dum Dum CDS	North Dum Dum	2 <sup>nd</sup> December, 2016
54	Barrackpore CDS	Barrackpore	2 <sup>nd</sup> December, 2016

### List of NGO

S. No.	Name of NGO	Name of ULB	Date
55	Tufanganj Anwesha Welfare Society	Coochbehar	2 <sup>nd</sup> December, 2016
		Jalpaiguri	
		Darjeeling	
		Alipurduar	
56	Gardenreach Bangla Basti	Howrah	2 <sup>nd</sup> December, 2016
		Uluberia	

প্রতিটি সম্পদকেন্দ্র পৌর-সভাকে এই মাসিক প্রতিবেদন প্রেরণ করবে

1			
1.1	পৌর সভা:-	1.2	জেলা:-
		1.2a	
1.3			
1.4	মাস :-	1.5	জমা দেওয়ার তারিখ:-
1.6	সম্পদ সংগঠনের নাম:-		
1.7	ওয়ার্ড সংখ্যা:-	1.8	
2.	স্বনির্ভর গোষ্ঠী সম্পর্কে বিস্তারিত তথ্য		তথ্য
2.1	আপনার এলাকায় কতগুলি SJSRY এর পুরোন TCG দল আছে ?		
2.2	NULM প্রকল্পে কতগুলি নতুন SHG গতমাস পর্যন্ত তৈরী হয়েছে ?		
2.3	এই মাসে তৈরী হওয়া মোট SHG দলের সংখ্যা কত ?		
2.4	নতুন দলগুলির মোট সদস্যা সংখ্যা কতজন ?		
2.5	মোট সদস্যার কতজন চিহ্নিত দরিদ্র মহিলা ?		
2.6	সম্পদকেন্দ্র কতক তৈরী হওয়া মোট SHG সংখ্যা কত ?		
3.	সামাজিক প্রতিষ্ঠান (Community Organization)		Information
3.1	এমাসে কতগুলো ওয়ার্ডে সভা করা গেছে ?		
3.2	এমাসে কতগুলো SHG দল নিয়ে সভা করা হয়েছে ?		
3.3	এমাসে কতগুলো ALF/সম্ম তৈরী হয়েছে ?		
3.4	এমাসে CLF এর সভা করা হয়েছে কি ? কটি		
4.	ব্যাংক সংযুক্তিকরণ ও অর্থনৈতিক সংযুক্তিকরণ (Bank Linkages and Financial Linkages) :		

4.1	এমাসে কতগুলি SHG দলের ব্যাঙ্কে খাতা খোলা হয়েছে ? এবছর এমাস পর্যন্ত কতজনের ব্যাংকের খাতা খোলা হয়েছে ?	
4.2	এমাসে পৌর সভা এলাকার সমস্ত দলের মোট কত সঞ্চয় হয়েছে ?	
4.3	দলের কতজন সদস্যকে পেনশন বা জীবনবীমার সাথে যুক্ত করা গেছে ?	পেনশন - জীবনবীমা -
4.4	কতগুলি Financial literacy camp করা গেছে ?	
5	স্বনির্ভর গোষ্ঠী / ALF/সম্ম/CLF/মহাসম্ম র দক্ষতা বৃদ্ধির জন্য প্রশিক্ষণ	
5.1	এমাসে কতগুলি SHG দলের প্রশিক্ষণ হয়েছে ?	
5.2	এবছর এমাস পর্যন্ত প্রশিক্ষিত সদস্যের সংখ্যা কত ?	
5.3	ALF/সম্ম এর কতজন সদস্য এবছর প্রশিক্ষিত হয়েছেন ?	
5.4	কতগুলি SHG দল আর্বতনীয় তহবিলের সহায়তা পেয়েছেন ?	
6.	<u>স্বনিযুক্তি প্রকল্প (SEP)</u>	
6.1	এমাসে ব্যাংক লিংকেজ গোষ্ঠীর সংখ্যা কত ?	
6.2	এ মাসে মূল্যায়ন হওয়া গোষ্ঠীর সংখ্যা কত ?	
6.3	এবছরে এমাস পর্যন্ত ব্যাংক লিংকেজ গোষ্ঠীর সংখ্যা কত ?	
6.4	এমাসে ব্যক্তিগত বা দলগত ঋণ প্রকল্পে আবেদনকারীর সংখ্যা কত ?	
6.5	গঠিত দলগুলির মধ্যে কটি দল ব্যবসায়িক কাজের সাথে যুক্ত হয়েছে ?	

7	মাসিক সভা	Ward No	Ward No
7.1	কতজন সম্পদ কর্মী কাজ করছেন ?		
7.2	এমাসের কোন কোন দিন পৌরসভার সাথে SHG সংক্রান্ত আলোচনা হয়েছে ?		
7.3	পৌরসভার কাছে কত টাকা এই মুহূর্তে পাওনা আছে ?		





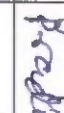


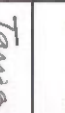

প্রতিবেদন প্রদানকারীর সাক্ষর

পদমর্যাদা -

তারিখ -






[illegible]

## Resource Organization (RO) Hari Telematics Pvt. Ltd

Sl. No.	Name of the ULBs	Name of Participant	Designation	Contact No.	email ID	Signature
1	Tiagarh Municipality					
2	Bidhannagar Municipality	Ram Krishna Roy	C.O.	9836618522	<del>bidhannagar2007@gmail.com</del> @gmail.com	 21/11/2016
3	Bongaon Municipality	Tapas K. Saha	CMM-Skills, Micro Enterprise, MIS & ME	9903425449	amitaparna2@gmail.com	
4	Dum Dum Municipality	AMLAN GHOSH	CMM-S.D.I.	9433417548	nigam-amlan@gmail.com	
5	Halisahar Municipality	Jay Gabriel Roy Pradip Chandra Saha	C.O C.O	9883118269 9883513513		 
6	Kanchrapara Municipality	SANCHITA SENGUPTA	CMM-MIS & ME	9007448472	sanchita55@gmail.com	 11/11/16
7	Mahesthala Municipality	ANINDITA ROY HOUDHURY SUCHETA BAIDYA	CMM-SD&I CMM-Skills & Livelihood	9433831811 9036882677	anindita@gmail.com sucheta-baidya@gmail.com	  11/11/16
8	Serampore Municipality	TANIA HORE KRISHNA NAGI	Manager-Skill, Micro-enterprise, MIS & ME. C.O. Serampore	9831726507 9830369688	tania2007@gmail.com krishna.nagi@gmail.com	 11.11.16 11.11.16

mail.com

# Resource Organization (RO) SPADE

Sl. No.	Name of the ULBs	Name of Participant	Designation	Contact No.	email ID	Signature
1	Baidyabati Municipality	SWADESH KOLAY ASIR ADHICARY	Manager (SDUJ) Manager (MIS & NE)	9735849440 9477126372	s.kolay88@yahoo.com aditya.adhikary2009@yahoo.com	 11/11/16
2	Hooghly-Chinsurah Municipality	SANJIB PAUL	C. O.	9088247478	sanjibpaul563@gmail.com	 11/11/16
3	Suri Municipality					
4	Haldia Municipality	Sri Jagatbandhu Das Ananya Mishra Anchal Manu	Executive Officer CMM - SDEI Executive officer	7908416506 9002963024 8013532253	subm.haldia@gmail.com subm.haldia@gmail.com subm.haldia@gmail.com	 11/11/16 11/11/16
5	Tamralipta Municipality	Souvik Saha R.N. Dutta	CMM - SMID Executive Officer	8536994677 9474320317	subm.tamralipta@gmail.com chaudhary.suman@gmail.com	 11/11/16
6	Berhampore Municipality	<del>R.N. Dutta</del>	<del>Executive Officer</del>	<del>9474320317</del>	<del>subm.tamralipta@gmail.com</del>	<del>11/11/16</del>
7	Baranagar Municipality					
	Haldia Municipality	Anirban Maity	CMM - MIS & NE	9051165359	subm.haldia@gmail.com	 11/11/16

সূডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক SUDA-33/2015/ 1861

তারিখ ০৪ .11.2016

From : Director, SUDA &  
Mission Director, WBSULM

To : The Mayor/ Chairman,

..... Municipal Corporation/ Municipality/ NAA

Subject : Workshop on Resource Organization  
Ref :- This office no SUDA-33/2015(Pt-I)/1808 dt. 27.10.2016

Sir,

With reference to above two NGOs have been empanelment as RO under SMID component of DAY-NULM to operate within your Municipal jurisdiction. A meeting has been arranged to discuss the Role and Responsibilities of RO under NULM and coordination between ULB & NGO on 11<sup>th</sup> November 2016 at SUDA Conference Hall at 11.00 AM.

So you are requested to depute your suitable representative to remain present during the meeting.

Yours faithfully,

*W* 8/11/2016  
Director, SUDA  
&

Mission Director, WBSULM

SUDA-33/2015/ 1861 /1

০৪ .11.2016

Copy forwarded for information to :

1. Hari Telematics Pvt. Ltd. / Calcutta Society for Professional Action in Development (SPADE) with a request to take part in the discussion with a suitable team of maximums members. They should come with a working plan for presentation during the meeting.

*W* 8/11/2016  
Director, SUDA  
&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsulm@india@gmail.com

Account Section : 2358 6408

### List of Municipalities

Sl no	Municipality	District	NGO Responsible
1	Titagarh	N.24 PGs	Hari Telematetics Pvt.Ltd”
2	Bidhan nagar	N.24 PGs	
3	Bongaon	N.24 PGs	
4	Dum Dum	N.24 PGs	
5	Halisahar	N.24 PGs	
6	Kanchrapara	N.24 PGs	
7	Maheshtala	S. 24 Pgs	
8	Serampore	Hoogly	
9	Baidyabati	Hoogly	SPEAD
10	Hoogly	Hoogly	
11	Suri	Birbhum	
12	Haldia	Purba Medinipur	
13	Tamralipta	Purba Medinipur	
14	Berhampore	Murshidabad	
15	Baranagar	N.24 Pgs	

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-33/2015(Pt.-I)/ 1808

27.10.2016

ক্রমিক নং .....

তারিখ .....

From: Shri M.N.Pradhan, IAS  
 Director, SUDA &  
 Mission Director, WBSULM

To : Calcutta Society for Professional Action in Development (SPADE),  
 52 Garfa Manin Road,  
 Kolkata - 700075.

**Sub : Empanelment as RO under SM&ID component of DAY-NULM**

Sir,


This is to inform you that your proposal for empanelment as RO under SM&ID component of NULM has been accepted by the Authority. You are nominated for 7 ULBs at present in different district for formation of SHGs. The name of the ULBs are mentioned below.

Sl. No.	Name of the ULBs	District
1.	Baidyabati	Hooghly
2.	Hooghly	Hooghly
3.	Suri	Birbhum
4.	Haldia	Purba Medinipur
5.	Tamralipta	Purba Medinipur
6.	Berhampore	Murshidabad
7.	Baranagar	North 24 Parganas

In this connection, you are requested to execute the Agreement as per MoA with ULBs as well as SUDA within 10<sup>th</sup> November, 2016.

You are also requested to submit your plan of action for formation & nurturing of SHGs with the respective ULBs alongwith the draft agreement within stipulated date as mentioned above.

Yours faithfully,



Director, SUDA

&amp;

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

SUDA-33/2015(Pt.-I)/ 1808/1(7)

17.10.2016

Copy to :-

Chairman, Baidyabati/ Hooghly/ Suri/ Haldia/ Tamralipta/ Berhampore/ Barnagar Municipality with a request to sign Agreement with the NGO, receive the Plan of Action and issue work order to NGO for formation of at least 50 SHGs within this financial year.

  
Director, SUDA  
&

Mission Director, WBSULM

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-33/2015(Pt.-I)/ 1867

17.10.2016

ক্রমিক নং .....

তারিখ .....

From: **Shri M.N.Pradhan, IAS**  
**Director, SUDA &**  
**Mission Director, WBSULM**

To : **Hari Telematics Pvt. Ltd.,**  
**9, Chandralok Market, Niladri Vihar,**  
**Bhubaneswar – 751016.**

**Sub : Empanelment as RO under SM&ID component of DAY-NULM**

Sir,

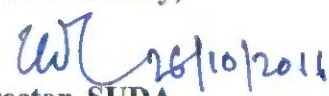
This is to inform you that your proposal for empanelment as RO under SM&ID component of NULM has been accepted by the Authority. You are nominated for 8 ULBs at present in different district for formation of SHGs. The name of the ULBs are mentioned below.

Sl. No.	Name of the ULBs	District
1.	Titagarh	North 24 Parganas
2.	Bidhan Nagar	North 24 Parganas
3.	Bongaon	North 24 Parganas
4.	Dum Dum	North 24 Parganas
5.	Halisahar	North 24 Parganas
6.	Kanchrapara	North 24 Parganas
7.	Maheshtala	South 24 Parganas
8.	Serampore	Hooghly

In this connection, you are requested to execute the Agreement as per MoA with ULBs as well as SUDA within 10<sup>th</sup> November, 2016.

You are also requested to submit your plan of action for formation & nurturing of SHGs with the respective ULBs alongwith the draft agreement within stipulated date as mentioned above.

Yours faithfully,

  
Director, SUDA  
&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com  
Account Section : 2358 6408

SUDA-33/2015(Pt.-I)/ 1867/1 (8)

.10.2016

Copy to :-

Chairman, Titagarh/ Bidhannagar/ Bongaon/ Dum Dum/ Halisahar/ Kanchrapara/ Maheshtala/ Serampore Municipality with a request to sign Agreement with the NGO, receive the Plan of Action and issue work order to NGO for formation of at least 50 SHGs within this financial year.

  
Director, SUDA  
&  
Mission Director, WBSULM

Sl. No.	Name of the ULBs	District	Memo No- 33/2015/1559 dt- 16.11. 2016	Memo No- 33/2015/1531 dt- 12.09. 2016
1	Alipurduar	Alipurduar		1 CDS
2	Bankura	Bankura	4 CDS	
3	Asansol MC	Barddhaman		3 CDS
4	Burdwan	Barddhaman	4 CDS	
5	Durgapur	Barddhaman	2 CDS	2 CDS
6	Suri	Birbhum		
7	Cooch Behar	Cooch Behar	1 CDS	
8	Balurghat	Dakshin Dinajpur	1 CDS	
9	Darjeeling	Darjeeling	NGO	
10	Siliguri	Darjeeling	1 CDS	
11	Baidyabati	Hooghly		
12	Bansberia	Hooghly	2 CDS	
13	Bhadreswar	Hooghly		2 CDS
14	Chamdpany	Hooghly	1 CDS	
15	Chandannagar MC	Hooghly	2 CDS	
16	Hooghly Chinsurah	Hooghly		
17	Rishra	Hooghly	1 CDS	
18	Serampore	Hooghly		
19	Uttarpara Kotrung	Hooghly		1 CDS
20	Howrah MC	Howrah	NGO	
21	Uluberia	Howrah	NGO	
22	Jalpaiguri	Jalpaiguri	NGO	
23	Kolkata	Kolkata		
24	English Bazar	Malda	1 CDS	
25	Berhampore	Murshidabad		
26	Kalyani	Nadia	1 CDS	
27	Krishnanagar	Nadia	4 CDS	
28	Nabadwip	Nadia	will Submitted Shortly	
29	Santipur	Nadia	1 CDS	
30	Ashokenagar Kalyangarh	North 24 Parganas	Attained Interview	
31	Baranagar	North 24 Parganas		
32	Barasat	North 24 Parganas	3 CDS	
33	Barrackpore	North 24 Parganas	2 CDS	
34	Basirhat	North 24 Parganas		2 CDS
35	Bhatpara	North 24 Parganas	5 CDS	

Sl. No.	Name of the ULBs	District	Memo No- 33/2015/1559 dt- 16.11. 2016	Memo No- 33/2015/1531 dt- 12.09. 2016
36	Bidhannagar MC	North 24 Parganas		
37	Bongaon	North 24 Parganas		
38	Dum Dum	North 24 Parganas		
39	Habra	North 24 Parganas	1 CDS	
40	Halisahar	North 24 Parganas		
41	Kamarhati	North 24 Parganas		4 CDS
42	Kanchrapara	North 24 Parganas		
43	Khardah	North 24 Parganas	2 CDS	
44	Madhyamgram	North 24 Parganas	Attained Interview	
45	Naihati	North 24 Parganas		1 CDS
46	North Barrackpore	North 24 Parganas	1 CDS	1 CDS
47	North Dum Dum	North 24 Parganas	1 CDS	
48	Panihati	North 24 Parganas	1 CDS	2 CDS
49	South Dum Dum	North 24 Parganas		2 CDS
50	Titagarh	North 24 Parganas		
51	Kharagpur	Paschim Medinipur	3 CDS	
52	Medinipur	Paschim Medinipur	3 CDS	
53	Haldia	Purba Medinipur		
54	Tamluk	Purba Medinipur		
55	Purulia	Purulia	1 CDS	
56	Maheshtala	South 24 Parganas		
57	Rajpur Sonarpur	South 24 Parganas	1 CDS	
58	Raiganj	Uttar Dinajpur	1 CDS	

CDS will arrange to select new Secretary of the CDS in place of Community Organiser who are working as ex-officio Secretary of the CDS.

All CDS engaged as RO will submit a future plan of action to WBSULM within 20<sup>th</sup> October 2016. A meeting with President/ Secretary/ Treasurer (any two) of the CDS as RO will be held at SUDA Conference Hall on the date of signing MoA with WBSULM i.e on 20.10.2016 at 12.00 PM. ULB is requested to intimate to attend all CDS as RO accordingly.

All CDS engaged as RO should start functioning by 1<sup>st</sup> November 2016 after observing all formalities discussed above.

Soft copy MoA & MoU is uploaded in wbdna.gov.in under NUJM icon.

Yours faithfully,

Encl: list of engaged CDS

*WJ*  
Director, SUDA

&  
Mission Director, WBSULM

SUDA-33/2015/531/122)

12.09.2016

1. P.S. to Hon'ble MTC, for kind perusal of Hon'ble MTC, M.A. & UD Department, Govt. of West Bengal.
2. P.S. to the Principal Secretary, M.A. Department, Govt. of West Bengal.

*WJ*  
Director, SUDA

&  
Mission Director, WBSULM

সুভা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

## STATE URBAN DEVELOPMENT AGENCY

“উজ্জয়িনী ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-33/2015/ 1531 (12)

12.09.2016

ক্রমিক নং

তারিখ

From: Shri M.N.Pradhan, IAS

Director, SUDA &amp;

Mission Director, WBSULM

To : The Mayor,

Asansol/ Durgapur Municipal Corporation

The Chairperson,

Alipurdhar/ Kamarhati/ Raipur-Sonarpur/ Bhadreswar/ Basirhat/ North Barrackpore/

South Dum Dum/ Uttarpara Kotrung/ Naihati/ Panitahi Municipality.

Sub : Engagement of Community Development Society as Resource Organisation under DAY-NULM

Madam/ Sir,

Ministry of Housing and Urban Poverty Alleviation Govt. of India had allowed to engage existing Community Development Society (CDS) as Resource Organisation if considered by the State.

Engagement CDS as RO in different ULB is an ongoing process at Municipal Affairs Deptt. as proposed by West Bengal State Urban Livelihood Mission.

Approval has been obtained recently from Municipal Affairs Deptt. to engage 25 no of CDS as RO in 12 no of Urban Local Bodies as per list enclosed.

In this context I have been directed to request you to ask the concerned CDS of your ULB to sign Memorandum of Association (MoA) with Mission Director WBSULM & Director SUDA as per draft MoA copy enclosed and submit it to the office of under signed by 05<sup>th</sup> October 2016 with an intimation to you.

You are also requested to allot area of operation amongst CDS where number of approved CDS is more than one. A Memorandum of Understanding has also to be signed by the CDS with the ULB before starting of operation.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

List of CDSs engaged as RO

Sl. No.	Name of ULB	Name of the CDS engaged as RO
1	Asansol MC	Asansol CDS-3
2	Asansol MC	Asansol CDS-6
3	Asansol MC	Asansol CDS-8
4	Durgapur MC	Durgapur CDS-1
5	Durgapur MC	Durgapur CDS-4
6	Alipurdwar	Alipurdwar CDS-1
7	Kamarhati	Kamarhati CDS-1
8	Kamarhati	Kamarhati CDS-2
9	Kamarhati	Kamarhati CDS-3
10	Kamarhati	Kamarhati CDS-4
11	Rajpur Sonarpur	Rajpur Sonarpur CDS-1
12	Rajpur Sonarpur	Rajpur Sonarpur CDS-2
13	Rajpur Sonarpur	Rajpur Sonarpur CDS-3
14	Rajpur Sonarpur	Rajpur Sonarpur CDS-4
15	Bhadreswar	Bhadreswar CDS-1
16	Bhadreswar	Bhadreswar CDS-2
17	Basirhat	Basirhat CDS-1
18	Basirhat	Basirhat CDS-2
19	North Barrackpore	North Barrackpore CDS-2
20	South Dum Dum	South Dum Dum CDS-1
21	South Dum Dum	South Dum Dum CDS-2
22	Uttarpara-Kotung	Uttarpara-Makha CDS
23	Naihati	Doulpara CDS
24	Panihati	Panihati CDS-1
25	Panihati	Panihati CDS-II

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

"ILGUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-33/2015/1569

16.11.2015

ক্রমিক নং .....

তারিখ .....

From: Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : The Mayor/ Municipal Commissioner/ Commissioner/ Chairperson

..... Municipal Corporation / Municipality.  
(58 ULBs under NULM)

Sub: Engagement of Community Development Society as Resource Organisation under  
National Urban Livelihood Mission (NULM).

Madam/ Sir,

Ministry of Housing and Urban Poverty Alleviation Govt. of India had allowed to engage existing Community Development Society (CDS) as Resource Organisation if considered by the State.

Engagement CDS as RO was under active consideration at Municipal Affairs Deptt. quite sometime past as proposed by West Bengal State Urban Livelihood Mission.

Approval has been obtained recently from Municipal Affair Deptt. to engage 52 no of CDS as RO in 26 no of Urban Local Bodies as per list enclosed.

In this context I have been directed to request you to ask the concerned CDS of your ULB to sign Memorandum of Association (MoA) with Mission Director WBSULM & Director SUDA as per draft MoA copy enclosed and submit it to the office of under signed by 30<sup>th</sup> November 2015 with an intimation to you.

You are also requested to allot area of operation amongst CDS where number of approved CDS is more that one. A Memorandum of Understanding has also to be signed by the CDS with the ULB before starting of operation.

CDS will return SJSRY fund lying at their A/C to ULB NULM A/C. Payment related to SHG Group out of this fund, if due, will be paid by ULB after transfer of the balance fund.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

**SUDA**

Community Organiser who are ex-officio Secretary of the CDS will resign from the post immediately after issuance of this order

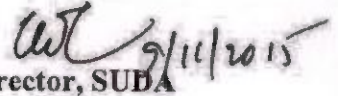
All CDS engaged as RO will submit a future plan of action to WBSULM within 31<sup>st</sup> December 2015. A meeting with President/ Secretary/ Treasurer (any two) of the CDS as RO will be held at SUDA Conference Hall on the date of signing MoA with WBSULM i.e on 30.11.2015 at 12.00 PM. ULB is requested to intimate to attend all CDS as RO accordingly.

All CDS engaged as RO should start functioning by 15<sup>th</sup> December 2015 after observing all formalities discussed above.

Soft copy MoA & MoU is uploaded in wbdma.gov.in under NULM icon.

Yours faithfully,

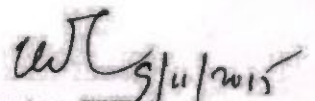
Encl: list of engaged CDS

  
Director, SUDA  
&  
Mission Director, WBSULM

SUDA- 33/ 2015 / 1562/1(3)

16 .11.2015

1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Departments & Addl. Director, SUDA.
2. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Departments, Govt. of West Bengal.
3. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.

  
Director, SUDA

### List of CDS engaged as Resource Organisation (RO)

S.No.	Name of CDS	Name of ULB
1	Krishnanagar Netaji Subhas Chandra CDS	Krishnanagar
2	Krishnanagar Swami Vivekananda CDS	
3	Krishnanagar Rabindranath Thakur CDS	
4	Krishnanagar DL Roy CDS	
5	Bhatpara No. VI CDS	Bhatpara
6	Bhatpara No. V CDS	
7	Bhatpara No. IV CDS	
8	Bhatpara No. II CDS	
9	Bhatpara No. 1 CDS	
10	Matangini No. 5 CDS, Durgapur	Durgapur
11	Laxmibai No. 3 CDS, Durgapur	
12	Balurghat No.5 CDS	Balurghat
13	Champdani No. 2 CDS	Champdani
14	Amrita CDS Coochbehar	Coochbehar
15	Ashadeep CDS Kharagpur	Kharagpur
16	Kharagpur No.1 CDS	
17	Kharagpur No.2 CDS	Kharagpur
18	Kharagpur No.3 CDS	
19	CDS 2 Habra	Habra
20	North Barrackpore No 1 CDS	North Barrackpore
21	Chandernagore 2 CDS	Chandannagar
22	Chandernagore 1 CDS	
23	Bankura CDS No. 3	Bankura
24	Bankura CDS No. 4	
25	Bankura CDS No. 2	
26	Bankura CDS No. 1	
27	Bansberia Saraswati CDS	Bansberia
28	Bansberia Hanseswari CDS	

### List of CDS engaged as Resource Organisation (RO)

29	Sarojini CDS Barasat	Barasat
30	Pritilata CDS Barasat	
31	Barasat Matangini CDS	
32	Midnapore No. 4 CDS	Midnapore
33	Midnapore No. 2 CDS	
34	Midnapore No. 3 CDS	
35	Sonarpur CDS	Rajpur-Sonarpur
36	Baranagar No.2 CDS	Baranagar
37	Baranagar No.3 CDS	
38	Burdwan No.1 CDS	Burdwan
39	Burdwan No.2 CDS	
40	Burdwan No.3 CDS	
41	Burdwan No.4 CDS	
42	Khardah No. 1 CDS	Khardah
43	Khardah No. 2 CDS	
44	Santipur No. 1 CDS	Santipur
45	Siliguri No. 7 CDS	Siliguri
46	English Bazar No.2 CDS	English Bazar
47	Raigunj No.1 CDS	Raigunj
48	Kalyani No.2 CDS	Kalyani
49	Panihati No. 3 CDS	Panihati
50	Panihati No. 4 CDS	
51	Rishra No.2 CDS	
52	Laximibai No.2 CDS	Purulia



We empower Manpower

**Hari Telematics Pvt. Ltd.**

9, Chandralok Market, Niladri Vihar, Bhubaneswar-751 016

Ph. : 0674 - 2742456 / 3293929. Fax : 0674 - 2742456

Ref. No. : HTPL/2016/WB/SUDA/RO-1A

Date : 24.09.2016

To

The Mission Director (WBSULM)

& Director, SUDA, Govt. of West Bengal

Sub: Empanelment as RO under SM & ID component of DAY- NULM

Sir,

In reference to the subject we have furnished the choice of ULB for 6 districts which are as follow

Sl. No	District	ULB
1	North 24 Parganas	North Dum Dum
		South Dum Dum
		Barasat
		Baranagar
		Dum Dum
		Bhatpara
2	Darjeeling	Darjeeling
		Kalimpong
		Kurseong
		Siliguri
3	Bardhwan	Bardhaman
		Asansol
		Durgapur
		Kulti
4	Hoogly	Chandannagar
		Hoogly-Chinsurah
		Baidyabati
		Bansberia
		Bhadreswar
		Rishra
		Serampore
		Uttarpara Kotrung
5	Purba Medinipur	Kharagpur
		Haldia
		Panskura
		Raiganj
6	Uttar Dinajpur	Islampur

Kindly do the needful for further proceedings.

Yours Cordially,

S. Mishra

MD, HTPL



Director SULM &lt;wbsulm@gmail.com&gt;

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## List of Vacant Municipality

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**Spade Org** <spadekolkata@gmail.com>

Fri, Oct 14, 2016 at 3:25 PM

To: Director SULM &lt;wbsulm@gmail.com&gt;

Cc: Subhasish Debnath &lt;subhadebnath@gmail.com&gt;, Bidyanath Paul &lt;bnpaul@gmail.com&gt;, Saradindu Banerjee &lt;bsaradindu@gmail.com&gt;, Nihar Hossain &lt;niharhossain@gmail.com&gt;

Dear Ms. Soma Parui Das

At the outset we would like to wish Subho Bijaya..

After discussion at Board Meeting of SPADE we are happy to work in the following municipalities and corporation under SULM.

1. Baidyabati
2. Hoogly
3. Hawrah
4. Nabadwip
5. Haldia
6. Tamluk
7. Berhampore

As discussed with Joint Director Sir, now you can proceed for agreement signing.

Regards

Subhasish Debnath

Additional Director, SPADE

[Quoted text hidden]

—

SPADE,

52 Garfa Main Road Kolkata - 700075, Tel: 91-33-24185452, 24186171,

Email: bnpaul@gmail.com, spadekolkata@gmail.com, Web: www.spadewb.in



पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

V 714676

**MEMORANDUM OF AGREEMENT**  
**West Bengal State Urban Livelihoods Mission (WBSULM)**

**AGREEMENT**  
**BETWEEN**  
**MISSION DIRECTOR, WBSULM**  
**AND**  
**Calcutta Society for Professional Action in Development (SPADE)**

This Agreement is made on the 23<sup>rd</sup> day of September, 2016 between the Mission Director, West Bengal State Urban Livelihoods Mission having its office at State Urban Development Agency, HC Block, Sector III, Bidhannagar, Kolkata 700106 (hereinafter called WBSULM, which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the **First Part**

**AND**

Calcutta Society for Professional Action in Development (hereinafter called SPADE) 52 Garfa Main Road, Kolkata – 700075, Phone – 033 2418 5452, [spadekolkata@gmail.com](mailto:spadekolkata@gmail.com) of the **Second Part**.

**WHEREAS:**

The **WBSULM** requires the empanelment of the Resource Organizations to provide the services as defined in Guidelines for Social Mobilization and Institutional Development (SMID) under NULM with the below mentioned Municipalities under National Urban Livelihoods Mission (NULM) in West Bengal

৭৭৭ তার 16/05/16

১০০/

Calcutta Society for Professional Action in Development (SPADE)

৪২ Bala Kani Rd. K/1-75

তাপস হালদার স্ট্যাম্প ডেপুটি  
সেবাবন্দী, এম.ডি. সার রেজিস্ট্রার অফিস

৩৭৭৭ ২০২০

1. Purulia Municipality
2. Bankura Municipality
3. Bishnupur Municipality
4. Sonamukhi Municipality
5. Balurgaht Municipality
6. Gangarampur Municipality
7. Rajpur-Sonarpur Municipality
8. Baruiপুর Municipality

**AND**

The WBSULM reserves the right to include or exclude the Urban Local Bodies to which the ROs are empanelled or even de-empanel the RO on its bi-annual performance review of the RO.

**AND**

The SPADE has agreed to provide the Services, with the respective Municipalities mentioned above, under NULM in West Bengal through the Memorandum of Understanding with the respective Municipalities on the terms and conditions mentioned under Terms of Reference (ToR) for this project.

**AND**

The SPADE should strictly adhere to the activities mentioned under the Terms of Reference (ToR). The SPADE should also strictly follow time to time instruction given by WBSULM.

**AND**

The SPADE would be empanelled for a period of three years subject to satisfactory performance to be reviewed half yearly.

**AND**

The documents, statements, credentials and addendum/ clarifications submitted with the Expression of Interest for the Empanelment of ROs, by the respective RO, will form the part of this MoA and fall binding upon the respective RO.

## **SECTION 2: GENERAL CONDITIONS OF MEMORANDUM OF AGREEMENT (MOA)**

### **Definitions & Glossary used in the MoA**

<b>Term (s)</b>	<b>Description</b>
<b>Agreement</b>	Contract between West Bengal State Urban Livelihoods Mission (WBSULM) and the selected ROs for empanelment.
<b>Authority</b>	West Bengal State Urban Livelihoods Mission (WBSULM)
<b>Disqualification</b>	Breach of undertaking given in Annexure-1
<b>Faculty</b>	Persons employed by the Bidders for formation of SHG etc.
<b>Mobilization</b>	Conveying the correct message to the target audience motivating them to participate in the process of institution development
<b>Period of Agreement</b>	The Period as specified in the Agreement shall be valid
<b>Performance Evaluation &amp; Review</b>	Performance evaluation on a predefined set of criteria against the deliverables, timelines and targets every six month.
<b>Termination of Agreement</b>	As specified in the termination clause of agreement.

### **1. EMPANELMENT THROUGH EoI**

National Urban Livelihoods Mission (NULM) under the Ministry of Housing and Urban Poverty Alleviation (MoHUPA), Government of India envisages mobilization of urban poor into three tiered structure with Self-Help Group (SHG) at the grass-root level, Area Level Federations (ALF) at the slum /ward level and City Level Federations (CLF) at the city level for reducing poverty and vulnerability of the urban poor. ROs will be engaged to facilitate the formation of SHGs, their development and bank linkages, their federation at the area and city levels, training and capacity building, establishing links to ULBs and to mitigate social, occupational and residential vulnerabilities.

The Mission Director, West Bengal State Urban Livelihoods Mission (WBSULM) under the Department of Municipal Affairs, Government of West Bengal had invited the **Expression of Interest** from well established, interested registered Institutions/ Organizations / Companies/ Trusts/ Societies/ Govt Institutions/ Industry Associations/ MSME Institutions / Sole Proprietorship having sufficient experience in providing support to form Self-Help-Group in urban and rural areas and facilitated their linkage to revolving funds and bank credit for income- generating activities, for empanelment as Resource Organization (ROs) for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income- generating activities to the urban poor families in different ULBs of West Bengal under 'Social Mobilization and Institutional Development (SM&ID)' - a component of National Urban Livelihoods Mission (NULM). SM&ID has a target to form SHGs approximately 15000 over the period of next three years.

- a. The Letter of Intent- (LOI) have been issued to the successful Bidders for submission of Performance Guarantee (PG). On receipt of such PG, a Memorandum of Agreement (MoA) has been executed.
- b. The successful Bidder will be enlisted in a panel by WBSULM as ROs in the approved sector and ULBs to upload the said list on its website.
- c. The Empanelment list will be valid for a period of three years from the date of notification.
- d. West Bengal State Urban Livelihoods Mission (WBSULM) reserves the right to include or exclude the Urban Local Bodies from the enlisted empanelment of the RO or even delist any Empanelled Resource Organisations (ROs) at any time if performance is found unsatisfactory and detrimental to the interest of the urban poor.
- e. The agency may have to work anywhere in West Bengal as per requirement and direction of WBSULM.

### **2. Award of assignment order**

- a. The empanelled agency will be awarded the assignment order by the respective ULB.
- b. Another „Memorandum of Understanding“ shall be executed between ROs and the enlisted ULBs under the respective RO for work order and payment (on a non-judicial stamp paper).
- c. The ROs shall immediately (maximum 7 days) start the mobilizing, formation of SHGs and federations, capacity building training, bank linkages, handholding support etc. as per the said Agreement / this EOI.

### **3. SCOPE OF WORK :**

The aim of this Memorandum of Agreement, is to empanel the resource organizations for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income- generating activities. This has two parts: (a) building administrative structures, and (b) building community structures. Building community structures revolves around social mobilization, formation of self-help groups, providing Livelihoods skills, and enabling access to capital grants and bank credit. Social mobilization under SM&ID requires universal coverage of every target household in the target towns/cities. Based on a set of institutional capacities and resources, agencies and institutions including industry associations engaged in social mobilization and institutional development are invited to express their interest to Social Mobilization and Institutional Development under National Urban Livelihoods Mission (NULM). Sub-contracting / outsourcing of the assignment is not allowed. All target households (urban poor households and occupationally vulnerable segments like rag pickers and street vendors) will be included to achieve universal coverage. **West Bengal State Urban**

Livelihoods Mission (WBSULM) will enter into Memorandum of Agreement and the respective Urban Local Body will enter into Memorandum of Understanding with Resource Organizations.

The mission period (Phase-I) is from 2014-2017.

### **Objective**

SHG model requires continuous and regular hammering at community door step to make beneficiaries understand the concept. Some non-government organizations/civil society organizations have the vital experience in the field of community mobilization, community institution development in a scientific manner. Therefore, the overall objective of this task is to take support of such organizations in the selected cities/towns, so that their experiences and learning can be disseminated to other project areas also. This will also lead to cross learning among different implementing agencies with healthy competition.

**i) Name of Work:** "Empanelment of Resource Organizations for social mobilization and institution development under National Urban Livelihoods Mission (NULM) Programme across different ULBs of West Bengal".

**ii) Location of Work:** Urban areas of West Bengal falling under the jurisdiction of Urban Local Bodies (Municipal Corporations/ Municipalities).

**iii) Broad areas of work are stated under:**

- a. **Identifying Affinity Groups:** ROs should identify prior relationships of trust and mutual support and encourage those individuals to form SHGs. The membership should be preferably through participatory approach and self-selection.
- b. **Capacity Building:** Once the SHG is formed, ROs will be expected to train ALL members of the SHG (not just the leaders/representatives) in: (a) The basic concepts of functioning of a SHG like how to conduct meeting; basics of savings, lending money, repayment habits; responsibilities of group members, (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self-assessment, etc.; and (d) accessing government benefits under NULM and other programs.
- c. **Handholding support for at least 15 months:** Once the groups are formed, ROs will be required to attend their meetings on a regular basis. The ROs will also bring in bankers, government officials from various departments, and members from established SHGs (for cross-learning) to interact with the SHGs. The ROs will assist the Community Organizer in the evaluation of the performance of SHGs being supported by it. Within a month of formation of the SHG, all groups which do not have bank-accounts should be helped to open SHG bank accounts and the ROs will also facilitate credit to SHG from banks. Groups should be encouraged to access credit from other formal sources as well.
- d. **Tapering off of support between 15-24 months:** In this period, ROs will be expected to gradually withdraw active support from those SHGs that are formed and performing satisfactorily. At this stage the level of monitoring will increase and at the end of the 24 months of support, a critical evaluation of the supported SHGs in collaboration with the Community Organizer must be undertaken to determine whether the SHG is stable.
- e. **Federating SHG into ALFs/CLFs:** ROs will also ensure that SHGs are federated into ALFs as described in the MoHUPA Mission Documents and work closely with ALFs and CLFs to build their capacity to take the handholding function after ROs fully withdraw support.
- f. **Training of ALF/CLF Members:** Members of the ALF/CLF will have to be trained as per guideline of NULM.
- g. **At least 70% members must be Poor:** The RO should ensure that at least 70% of members in every SHG are urban poor as per list or criterion for the identification of the poor at the beginning of the project implementation.
- h. **General:** ROs will also facilitate other entitlements, UID enrolment, opening of basic savings accounts and credit counseling of SHG members.

**iv) Expected outcomes of the engagement with ROs**

- a) Every target household (urban poor and occupationally vulnerable groups like rag pickers, street vendors) must be covered to achieve universal coverage.
- b) At least one member from each identified urban poor household, preferably a woman has to be a member of an SHG.
- c) At least 70% of the members of SHGs should be urban poor.

- d) ROs to train all SHGs to build their capacity on issues such as: (a) the SHG concept (including savings), how to conduct meetings, responsibilities of group members, etc; (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self- assessment; and (d) accessing government benefits under NULM, and other social programs of the central, state and local governments.
- e) All SHGs to have a bank account for deposit of savings;
- f) All new SHGs to access revolving fund under NULM.
- g) All SHGs to access bank credit;
- h) SHGs will be federated at the area-level and at least one City-level Federation will be formed per City.
- i) ROs to ensure that all members of ALFs/CLFs undergo training to build their capacity on issues such as: (a) the federation concept (including savings), how to conduct meetings, responsibilities of group members, federations etc; (b) book keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self assessment; and (d) accessing government benefits under NULM, and other social programs of the central, state and local governments;

- All ALFs/CLFs to be registered as a Society as per guidelines and facilitation support from WBSULM / respective municipalities.
- All new ALFs formed must access revolving fund support under NULM.

**v) Additional Tasks/Responsibilities of RO**

- a. To share and learn from the experiences of the other teams.
- b. To facilitate the visits of other officials and non officials for learning, monitoring and evaluation as per advice from the WBSULM / respective municipalities.
- c. To keep proper records of transactions of SHGs, so that it is possible to trace them.
- d. To carry out the tasks assigned by the Mission Director of WBSULM or from the respective ULB from time to time.
- e. To attend (with complete information and progress report) periodic meetings called by the WBSULM/District Coordination Committee from time to time.
- f. To ensure transparency the agencies should clearly spell out to the community that NULM is a Government funded mission being implemented by the West Bengal State Urban Livelihoods Mission (WBSULM) and ROs are merely working as a facilitation agency.
- a. To report to respective ULBs for their day-to-day functioning.

**vi) Mobilization:** The ROs will facilitate mobilization of the urban poor for social mobilization and institution building through proper counseling and duly motivating them. RO will explain the importance of social mobilization and institution development along with necessary information regarding advantages of group formation; such as handholding support for bank linkage and bank credit etc.

**vii) Selection of area for social mobilization and institution development:** The ULB shall select area in consultation with COs and ROs.

**viii) Cost norms:** A maximum of Rs.10,000/- (Rupees Ten Thousand only) is allotted for per Self-Help-Group (SHG) for formation, handholding support, training of all the members, bank linkage, formation of federations and registration of federations. The ULB will enter an agreement with ROs and payment will be made on the basis of milestones like SHG formation, training of members, bank linkage, formation of federations and registration of federations at the area and city levels and access to benefits under NULM including revolving fund.

**ix) Handholding support:** The Resource Organization will handhold the SHG (each) for a period of up to 2 (Two) years.

**x) MIS and Reporting:**

- a. The ROs shall provide regular progress reports on an agreed format and periodicity with WBSULM.
- b. The ROs shall maintain online management information system (MIS) for a systematic recording and management of the information regarding formation of SHG, training, bank linkage etc.

**xi)** The ROs shall not charge urban poor/beneficiaries for mobilization, group formation, bank linkages, capacity building training etc under this scheme under any pretext.

**xii) Terms of Payment :** The Fee, including SHG formation, training of members, bank linkage, formation of federation and registration of federations at the area and city levels and access to benefits under NULM including revolving fund, in the following manner (Per SHG on quarterly basis), will be released from the respective Municipality:

Sl	Particulars	Percentage
I	Advance for Community Mobilization	10% of amount payable
II	Formation of SHG	15% of amount payable
III	Capacity building training to members	15% of amount payable
IV	Inclusion of SHG into federations and registration	15% of amount payable
V	Bank linkage	20% of amount payable
VI	Access to revolving fund subject to availability of fund to be provided by WBSULM	10% of amount payable
VII	Handholding of SHG members (to be released after 15 months from the date of formation)	15% of amount payable
	Total	100%

**xii) Performance Review:**

Performance of ROs shall be reviewed every six months on a set of quantitative and qualitative parameters, as listed below:

- Achievement of social mobilization
- Achievement of formation of SHG, ALF and CLF
- Achievement of Capacity Building Training
- Achievement of Bank Linkage and Bank Credit
- Achievement of Revolving Fund

**3. FRAME WORK FOR PROGRAMME IMPLEMENTATION**

i) WBSULM targets to form SHGs approximately 15000 over the period of next three years with an aim to reduce poverty and vulnerability of the urban poor households through social mobilization and institution development.

ii) WBSULM/ CMMU shall continuously monitor program performance as per the envisaged monitoring & evaluation framework.

**For and on behalf of  
Calcutta Society for Professional Organization  
(Second Part)**

**For and on behalf of  
West Bengal State Urban  
Livelihoods Mission  
(First part)**

**Name :**

**Name :**

**Designation:**

**Designation:**

**Witness:**

**Witness:**

**Name:**

**Name:**

**Address:**

**Address:**

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA - 33/2015 (Pt-1) / 1797

তারিখ 2010.20/6

From : Director, SUDA  
 &  
 Mission Director, WBSULM

To : The Chairman  
 North Dum Dum Municipality

Sub : Some clarifications regarding SMID Component

Sir,

Enclosed herewith a letter received from President, North Dum Dum No-1 CDS or requesting some clarification on CDS/RO/CLF and allied matters.

Detail of above issues have clearly mentioned on the letter issued by WBSULM vide no. SUDA/33/2015/1569 dated 16.11.2015 rules and regulations at RO.

However clarification a suggested is given here under.

- 1) 'Community Development Society' (CDS) which is a self governed registered society having its own Governing Body and General Council. It is decided to allow ULB to authorise the self governed society to act as RO. It is the discretion of the Society to decide who will sign the agreement on behalf of them. CLF is no way the substitute organisation of CDS.
- 2) There is no relation with formation of CLF and functioning of RO in their jurisdiction.
- 3) As RO will function as separate organization, the organisation will decide who will be the member of the organization. There is no illegality of same person being the member of both ALF & CLF.
- 4) It is exclusively the own decision RO regarding formation.
- 5) No, RO will not work beyond their jurisdiction.

Enclo : as stated

Yours faithfully

Director, SUDA

&amp;

Mission Director, WBSULM

No:

Date :

Coy to :-

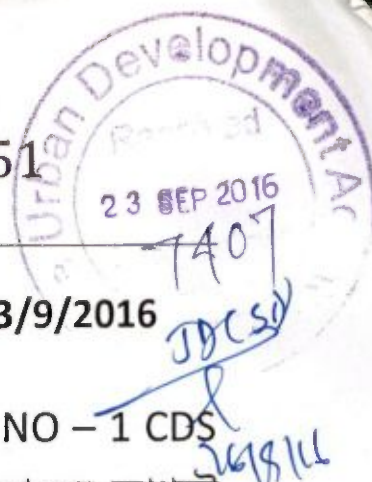
- 1) President, North Dum Dum No-1 CDS

**Director, SUDA  
&  
Mission Director, WBSULM**

NORTH DUM DUM NO - 1 CDS

M.B ROAD, BIRATI, KOLKATA - 700051

E-mail id : northdumdumcds1@gmail.com



NO. 140

মহাশয়, TO DIRECTOR  
SUDA

Sub: R.O Problem.

Thru: Joint Director

DATE - 23/9/2016

আপনার অবগতির জন্য জানাচ্ছি যে NORTH DUM DUM NO - 1 CDS , NORTH DUM DUM MUNICIPALITY সাথে গত ২০১৫ সালের আগস্ট মাসে Agreement স্বাক্ষর করেছে এবং R.O হিসাবে এপ্রিল ২০১৬ থেকে কাজ শুরু করেছে।

ইতিমধ্যে ৬২ টি গোষ্ঠী তৈরী হয়েছে যার সদস্য সংখ্যা ৮০০ জন। NORTH DUM DUM NO - 1 CDS ভালোভাবে R.O হিসাবে কাজ করার জন্য একটি সাবকমিটিও গঠন করেছে যারা মনিটরিং করবে। R.O তে C.O যুক্ত থাকতে পারবেন না, এটা আমরা জানি।

কিন্তু প্রশ্ন হলো গত কয়েকদিন পূর্বে পৌরসভার Executive( CMMU) কমিটির সভা হয়। সেখানে বলা হয়েছে C.D.S-R.O হিসাবে কাজ করতে পারবে না যতদিন না CLF তৈরী হচ্ছে। অতএব R.O মাধ্যমে গোষ্ঠী তৈরী বন্ধ রাখা হোক। NULM এ CLF ই সর্বোচ্চ কমিটি। সেক্ষেত্রে যতক্ষণ না CLF তৈরী হচ্ছে ততক্ষণ CDS কেয়ার টেকার হিসাবে কাজ চালিয়ে যাবে।

আমরা মনে করি R.O তার মতো করে কাজ করবে CLF গঠনের সাথে R.O কোনো সম্পর্ক নেই। এখন কয়েকটি প্রশ্ন উঠেছে যে প্রশ্নগুলির উত্তর আপনারাই দিতে পারেন। তাহলে বিষয়টি পরিষ্কার হয়।

- ১। পৌরসভার সাথে R.O র চুক্তিতে C.D.S এর পক্ষে স্বাক্ষর করেছেন C.D.S এর সভাপতি। তাহলে C.D.S-R.O হিসাবে কাজ অসুবিধা নেই তো?
- ২। CLF তৈরী না হলেও C.D.S-R.O হিসাবে কাজ করতে পারবে কি?
- ৩। বর্তমানে যারা C.D.S এ আছেন তারা অনেকে ALF সদস্যও তারা CLF এর সদস্য হলে কোন অসুবিধা নেই তো?
- ৪। C.D.S-R.O সাব কমিটি গঠন করলে কোন সমস্যা নেই তো?
- ৫। C.D.S-R.O হিসাবে শুধু NORTH DUM DUM পুরসভা অঞ্চলেই কাজ করার অনুমতি পেয়েছে। এর বাইরে কাজ করতে হলে SUDA থেকে অনুমতি প্রয়োজন। আমাদের এই ধারণা সঠিক কি?

আশ করি দ্রুত এ বিষয় আপনার মতামত জানতে পারবো। যাতে R.O হিসাবে কাজ করতে গিয়ে কোনো অসুবিধার সৃষ্টি না হয়।

ধন্যবাদান্তে

বিনীতা  
Pratima Chakrabarty  
সভাপতি

নর্থ দমদম নং-১ সি.ডি.এস

President  
North Dum Dum No.-1



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং ..... SUDA-33/2015(Pt.-I)

তারিখ ..... 22.09.2016

From : Director, SUDA  
&  
Mission Director, WBSULM

To : 1) Joint Director (SD), SUDA  
2) Advisor, SUDA  
3) Programme Co-ordinator, SUDA  
4) State Mission Manager (SMID), SUDA

Sub : Selection process for CDS as RO

A selection process for empanelment of new CDSs as RO from new DAY-NULM ULBs will be held on 28.09.2016 at 11.00 a.m. in the SUDA Conference Hall. You are requested to remain present and to take part in the selection process.

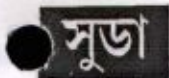
Yours faithfully

Director, SUDA  
&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- ৩৩/০০১৫ (৫৫)/১৫২৭

তারিখ ১২.০৯.২০১৬

From: Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : Shri Dana Kishore, IAS,  
Mission Director,  
Mission for Elecmination of Poverty in Municipal Area (MEPMA),  
MA & UD Deptt., 3<sup>rd</sup> Floor,  
ENC Complex, AC Guards, Lakdipool,  
Hyderabad, Telengana.

**Sub : Empanelment of MEPMA, Telengana as Resource Organisation (RO)  
for SM&ID component of DAY-NULM in West Bengal**

Sir,

In pursuance of above reference & subject this is to inform you that Municipal Affairs Deptt. under Govt. of West Bengal has decided to take the service of MEPMA, Telengana as RO under SM&ID component of DAY-NULM as per the provision laid down in point-3 of said letter.

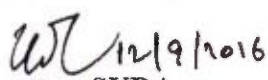
In this connection, you are requested to send your plan of operation as RO in the State of West Bengal at earliest convenience.

You may also intimate the name of urban local bodies where MEPMA is desirous of doing field level activity as RO.

One of your representative may contact with the undersigned to finalise the modus operandi including the payment terms.

An early response from your end is requested.

Yours faithfully,

  
Director, SUDA

&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA- ৩৩/২০১৫ (৪৫) / ১৫৩০ (২)

12.09.2016

ক্রমিক নং

তারিখ

From: Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : Hari Telematics Pvt. Ltd.,  
9, Chandralok Market, Niladri Viihar,  
Bhubaneswar – 751016.

Calcutta Society for Professional Action in Development (SPADE),  
52 Garfa Manin Road,  
Kolkata - 700075.

**Sub : Empanelment as RO under SM&ID component of DAY-NULM**

Sir,

This is to inform you that your proposal for empanelment as RO under SM&ID component of NULM has been accepted by the Authority.

In this connection, you are requested to execute the Agreement as per MoA enclosed with this letter within 23<sup>rd</sup> September, 2016.

You are also requested to submit your plan of operation and the choice of Municipality, maximum ten in number in order of your preference on the date of executing the MoA.

Yours faithfully,

Enclo: as stated above

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

সূত্র

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইকলাস উদ্যম", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

"ULCUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং

SUDA-33/2015/1531 (12)

তারিখ

12.09.2016

From: Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : The Mayor,  
Asansol/ Durgapur Municipal Corporation

The Chairperson,

Alipurdwar/ Kamrathati/ Rajpur-Sonarpur/ Bhadreswar/ Basirhat/ North Barrackpore/  
South Dum Dum/ Uttarpara Kotrung/ Naihati/ Panhati Municipality.

Sub : Engagement of Community Development Society as Resource Organisation under DAY-NULM

Madam/ Sir,

Ministry of Housing and Urban Poverty Alleviation Govt. of India had allowed to engage existing Community Development Society (CDS) as Resource Organisation if considered by the State.

Engagement CDS as RO in different ULB is an ongoing process at Municipal Affairs Deptt. as proposed by West Bengal State Urban Livelihood Mission.

Approval has been obtained recently from Municipal Affairs Deptt. to engage 25 no of CDS as RO in 12 no of Urban Local Bodies as per list enclosed.

In this context I have been directed to request you to ask the concerned CDS of your ULB to sign Memorandum of Association (MoA) with Mission Director WBSULM & Director SUDA as per draft MoA copy enclosed and submit it to the office of under signed by 05<sup>th</sup> October 2016 with an intimation to you.

You are also requested to allot area of operation amongst CDS where number of approved CDS is more than one. A Memorandum of Understanding has also to be signed by the CDS with the ULB before starting of operation.

দূরত্ব : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

CDS will arrange to select new Secretary of the CDS in place of Community Organiser who are working as ex-officio Secretary of the CDS.

All CDS engaged as RO will submit a future plan of action to WBSULM within 20<sup>th</sup> October 2016. A meeting with President/ Secretary/ Treasurer (any two) of the CDS as RO will be held at SUDA Conference Hall on the date of signing MoA with WBSULM i.e on 20.10.2016 at 12.00 PM. ULB is requested to intimate to attend all CDS as RO accordingly.

All CDS engaged as RO should start functioning by 1<sup>st</sup> November 2016 after observing all formalities discussed above.

Soft copy MoA & MoU is uploaded in wbdma.gov.in under NULM Icon.

Yours faithfully,

Incldo: list of engaged CDS

Mission Director, WBSULM

*WDL 18/10/2016*  
Director, SUDA

SUDA-33/2015/1531/1(2)

12.09.2016

1. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Department, Govt. of West Bengal.
2. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.

*WDL 17/9/2016*  
Director, SUDA  
&  
Mission Director, WBSULM

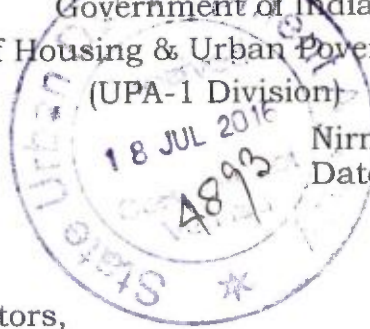
List of CDSs engaged as RO

Sl. No.	Name of ULB	Name of the CDS engaged as RO
1	Asansol MC	Asansol CDS-3
2	Asansol MC	Asansol CDS-6
3	Asansol MC	Asansol CDS-8
4	Durgapur MC	Durgapur CDS-1
5	Durgapur MC	Durgapur CDS-4
6	Alipurdwar	Alipurdwar CDS-1
7	Kamarhati	Kamarhati CDS-1
8	Kamarhati	Kamarhati CDS-2
9	Kamarhati	Kamarhati CDS-3
10	Kamarhati	Kamarhati CDS-4
11	Rajpur Sonarpur	Rajpur Sonarpur CDS-1
12	Rajpur Sonarpur	Rajpur Sonarpur CDS-2
13	Rajpur Sonarpur	Rajpur Sonarpur CDS-3
14	Rajpur Sonarpur	Rajpur Sonarpur CDS-4
15	Bhadreswar	Bhadreswar CDS-1
16	Bhadreswar	Bhadreswar CDS-2
17	Basirhat	Basirhat CDS-1
18	Basirhat	Basirhat CDS-2
19	North Barrackpore	North Barrackpore CDS-2
20	South Dum Dum	South Dum Dum CDS-1
21	South Dum Dum	South Dum Dum CDS-2
22	Uttarpara-Kotung	Uttarpara-Makha CDS
23	Naihati	Doulpara CDS
24	Panhati	Panhati CDS-I
25	Panhati	Panhati CDS-II

No. K-14014/13/2016-UPA/FTS-15198

Government of India  
Ministry of Housing & Urban Poverty Alleviation,  
(UPA-1 Division)

Nirman Bhawan, New Delhi  
Dated the 05 July, 2016



To,  
Mission Directors,  
State Urban Livelihood Mission,  
All States/UTs (As per list attached)

**Subject:-** Blacklisting of Day Care Centre and Old Age Home, Village-  
Lijwana & Julana, Jind, Haryana - regarding.

\*\*\*\*\*

Sir,

I am directed to circulate a copy of the Ministry of Social Justice & Empowerment's Order No. 15-7(4)/2013-14/Ag-1 dated 29<sup>th</sup> April, 2016 on the subject mentioned above, The order which is self-explanatory, may kindly be complied with.

Encl: As above

Yours faithfully,

(P.V. Nair )

Under Secretary to the Govt. of India

Tel: 23061185

Sl.No. 1 (P)

SPEED POST  
MOST IMMEDIATE

No 15-7(4)/2013-14/Ag.1

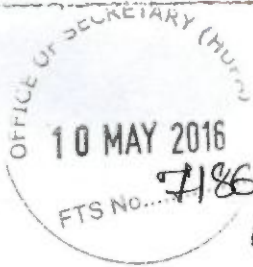
Government of India

Ministry of Social Justice & Empowerment

Department of Social Justice and Empowerment

Shastri Bhawan, New Delhi.

Dated the 29<sup>th</sup> April, 2016



ORDER

WHEREAS the NGO namely, Amar Jyoti Foundation, Julana, Distt. Jind, Haryana, receiving grant-in-aid under the Scheme of Integrated Programme for Older Persons (IPOP) from this Ministry for its project of Day Care Centre and Old Age Home at Lijwana and Julana Village respectively. These projects were inspected by the Central Inspection Team on 24.4.2014. Based on the shortcomings noticed by the Central Team, a re-inspection of the NGOs was ordered to ascertain the factual position of the functioning of above said projects. Accordingly, a Central Inspection Team re-inspected the projects of Day Care Centre at Lijwana, Jind, Haryana and Old Age Home at Julana, Jind, Haryana on 23.12.2015.

2. AND WHEREAS, the Central Inspection Team in its report dated 23.12.2015 submitted a satisfactory report regarding running of Old Age Home at Julana, Jind, Haryana and therefore, recommended grant to this project. However, the Central Team raised some serious lapses on the functioning of the project of Day Care Centre of the NGO at Lijwana Village, District – Jind, Haryana and has therefore, not recommended the grant for the said project.

3. AND WHEREAS, the Competent Authority having considered the reports of the Central Inspection Team alongwith the relevant facts and circumstances, has decided that further grant in aid be stopped with immediate effect to the project of Day Care Centre of the NGO.

JS(WPA)

10/5/16

Copy to: -

- (i) The Principal Secretary, Social Welfare Department, Government of Haryana Secretariat, Chandigarh, Haryana.
- (ii) Sr. Technical Director, NIC, Ministry of Social Justice and Empowerment, Shastri Bahwan, New Delhi for necessary action w.r.t. removal of the name of the NGO from the blacklist.
- (iii) All Bureau Heads in D/o SJ&E and D/o EPWD.
- (iv) Chief Vigilance Officer, Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi.
- (v) All Ministries/Departments of Government of India.

Ghazala Meenai  
(Ghazala Meenai)

Joint Secretary to the Government of India

Sd/PK Singh

Dir (WPA-S)

WPA-S - IJ

A Mined  
12/05/16

Ghazala Meenai  
(Ghazala Meenai)

Joint Secretary to the Government of India

To  
The  
Secretary,  
Calcutta Society for Professional  
Action in  
Development,

52 Gurjara Main Road,  
Kolkata - 700075.  
spadekolkata@gmail.com  
subhadebnath@gmail.com  
bnpaul@gmail.com

# SCORE SHEET

## Evaluation of CDS for empanelment as Resource Organisation (RO) under NULM

Sl. No.	Name of ULB	Name & Address of CDS	Criteria fulfilled (Yes/ No)	Marks obtained				Total Marks obtained (Out of 100)
				M K Rano	Goutam Pal	Tarak Datta	Soma Parui Das	
1	Asansol MC	Asansol CDS-3	Yes	82	84	85	86	84.25
2	Asansol MC	Asansol CDS-6	Yes	79	78	78	75	77.5
3	Asansol MC	Asansol CDS-8	Yes	74	72	77	79	75.5
4	Durgapur MC	Durgapur CDS-1	Yes	86	88	89	82	86.25
5	Durgapur MC	Durgapur CDS-4	Yes	87	85	86	81	84.75
6	Alipurduar	Alipurduar CDS-1	Yes	69	68	67	64	67
7	Kamarhati	Kamarhati CDS-1	Yes	75	76	79	76	76.5
8	Kamarhati	Kamarhati CDS-2	Yes	72	74	75	76	74.25
9	Kamarhati	Kamarhati CDS-3	Yes	60	72	69	63	66
10	Kamarhati	Kamarhati CDS-4	Yes	65	69	56	54	61



M K Rano  
Jt. Director (SD),  
SUDA



Gautam Pal  
Advisor,  
SUDA



Tarak Datta  
Programme Coordinator,  
SUDA



Soma Parui Das  
Manager-SM&ID,  
NULM

Sl. No.	Name of ULB	Name & Address of CDS	Criteria fulfilled (Yes/ No)	Marks obtained				Total Marks obtained (Out of 100)
				M K Rano	Goutam Pal	Tarak Datta	Soma Parui Das	
11	Rajpur Sonarpur	Rajpur Sonarpur CDS-1	Yes	78	81	79	78	79
12	Rajpur Sonarpur	Rajpur Sonarpur CDS-2	Yes	76	79	81	83	79.75
13	Rajpur Sonarpur	Rajpur Sonarpur CDS-3	Yes	83	81	80	82	81.5
14	Rajpur Sonarpur	Rajpur Sonarpur CDS-4	Yes	84	82	87	86	84.75
15	Bhadreswar	Bhadreswar CDS-1	Yes	67	68	64	66	66.25
16	Bhadreswar	Bhadreswar CDS-2	Yes	65	62	64	69	65
17	Basirhat	Basirhat-CDS-1	Yes	64	60	72	56	63
18	Basirhat	Basirhat-CDS-2	Yes	71	59	64	75	67.25
19	North Barrackpore	North Barrackpore CDS-2	Yes	61	68	64	62	63.75
20	South Dum Dum	South Dum Dum CDS-1	Yes	65	63	65	71	66
21	South Dum Dum	South Dum Dum CDS-2	Yes	59	54	58	64	58.75
22	Uttarpara-Kotrung	Uttarpara-Makhlra CDS	Yes	71	70	69	68	69.5
23	Naihati	Deulpara CDS	Yes	68	66	65	64	65.75
24	Panihati	Panihati CDS-I	Yes	78	75	81	82	79
25	Panihati	Panihati CDS-II	Yes	74	75	78	81	77

M K Rano  
Jt. Director (SD),  
SUDA

Gautam Pal  
Advisor,  
SUDA

Tarak Datta  
Programme Coordinator,  
SUDA

Soma Parui Das  
Manager-SM&ID,  
NULM

# Anandadhara

◆ [spadeglobal.org/ongoing-projects/anandadhara/](http://spadeglobal.org/ongoing-projects/anandadhara/)

MoRD, Govt. of India has launched National Rural Livelihoods Mission (NRLM) by restructuring and replacing the SGSY w.e.f. 1st April 2013. The NRLM has subsequently been renamed as Aajeevika and launched as Anandadhara in West Bengal. In November 2015, the program was renamed Deen Dayal Antayodaya Yojana (DAY-NRLM).

[Ref: <http://aajeevika.gov.in/content/welcome-deen-dayal-antayodaya-yojana-nrlm>]

## The Mission aims at:

- creating efficient and effective institutional platforms of the rural poor,
- enabling them to increase household income through sustainable livelihood enhancements, and
- improved access to financial services

## Key Features of NRLM

- Universal Social Mobilization
- Phased Implementation
- Demand driven Strategy
- Improved targeting, through the Participatory Identification of Poor (PIP)
- Promotion of Institutions of the poor (SHGs & SHG-based Institutions)
- NRLM Compliant SHG
- Community Resource Person (CRP)
- Emphasis on Training, Capacity Building & Skill Development
- Financial Assistance to the SHGs, Sangha : RF, CIF, PF & VRF
- Provision of Interest Subvention
- Credit Support from Banks
- Convergence

## SPADE and Anandadhara

### The Background

The background was, in August 2014, the Additional Secretary, MoRD, GoI and National Mission Director, NRLM visited WBSRLM and in course of meeting with WBSRLM, it was decided that the State may choose to set up Partnership blocks taking into consideration the field presence and activities of the partner NGOs in these blocks proposed for such collaboration. These blocks will be developed to become the Model Blocks and will run the home grown models of the state.

The scope of the Partnership is as follows:

- To strengthen the implementation by arranging for technical assistance and implementation support of NGOs which have significant expertise in supporting SHGs from formation up to a matured stage of operation through their CBOs and in order to get a head start from the already existing base of social mobilisation.
- To build up 'Home Grown' Models for WBSRLM.

### Key Activities

- Group formation and strengthening.
- Sangha and Upasangha formation and strengthening.
- Grading through "Panchasutra".
- Financial Inclusion.
- Training.
- MIP preparation.
- Convergence.

### Nabagram created the Model

#### Beginning of the Journey of Success of a Mission

The West Bengal State Rural Livelihood Mission (Anandadhara) engaged Calcutta Society for Professional Action in Development (SPADE) as an empanelled Resource Organization of the Ministry of Rural Development Department, Govt. of India for effective implementation of the programme in Nabagram Block, District



Click to enlarge.

Murshidabad through signing a MOU between DMMU, Anandadhara District Office – Murshidabad and SPADE on 15th January 2015.

SPADE has provided a team of Development Professionals who are working with DMMU to implement the Anandadhara Project in Nabagram Block which has been made a Model Partnership Block.

## **A Brief Description**

### **Formation of new savings linked SHGs:**

The total number of new SHGs formed during the year 2015-2016 is 186-comprising 2106-House-holds (SC 644, ST 198, Minority 1122 and OBC/others 242). This crossed the annual target.

### **Formation of new Upa Sanghas as per Anandadhara norms:**

During this year, 129-Nos. new Upa Sanghas have been formed covering 1050 WSHGs at all 10-Nos. Panchayats.

### **Formation of Mahila Samabaya Samities Ltd. (SHG Co-operative Credit Societies):**

Under WBSRLM, the Sanghas should function as a micro Finance Institution with twin objectives – on lending to SHGs for livelihood promotion of the members and secondly, run various welfare and developmental activities including social mobilization, capacity building, livelihood facilitation, linkage building, marketing support and others.

During this year, all the Sanghas have been registered under West Bengal Multipurpose Cooperative Act, 2006 and already started micro Finance activities.

All the Co-operatives were inaugurated on 22-2-2016 in presence of ADM (D); PD, DRDC & ADMD, DMMU-MSD; DDM, NABARD; LDM, UBI; ARCS; BDO; Panchayat Pradhans; Bankers, BMMU and DMMU Officials, and other dignitaries. Each Co-operative provided loan to 5-SHG's amounting Rs.10,000/- SHG on submission of Micro Investment Plans. Hence, Rs.5,00,000/- loan was disbursed to 50-SHG's in the inauguration day. As on March 2016, 927 (62%) SHGs enrolled their membership in Samabaya Samities.

### **Ranaghat – I – Another Milestone of success**

A Total number of SHGs under NRLM fold is 1488 from 17459 Households, of which number of SHG members having own savings account are 7840 and members covered under insurance schemes are 6538.

### **Strengthening Institutions**

No of Upa Sangha is 100 with registered Cooperatives numbered 8. There are examples of 100% loan repayment from the SHGs and a presence o vibrant livelihood activities.

### **Download the Ranaghat presentation:**



Anandadhara Ranaghat Presentation 1.3 MB  
Download

## Six Model Block is the next step towards the journey

SPADE [Calcutta Society for Professional Action in Development] has been selected in 2016 as Partner for implementation of Model Partnership Blocks in six Blocks, viz., Nabagram, Hariharpara, Domkal of Murshidabad and Santipur, Ranaghat I in Nadia and Hili in Dakshin Dinajpur, districts under West Bengal State Rural Livelihood Mission (WBSRLM – Anandadhara) to achieve the objectives of National Rural Livelihoods Mission.

### The major objectives are:

- Sangha & Upa Sangha Leaders, BMMU Staff are capacitated to run their respective Institutions and implement their programmes effectively
- CSPs & SHG members are capacitated to perform as per the requirements of their Institutions
- At least 80% of the target families shall be covered in SHGs
- Sansads where SHGs exist shall have Upa Sanghas
- SHGs and Upa Sanghas are to be made functional
- Sanghas will be registered under Cooperative Act and made functional to run viably
- All the SHGs have secured the benchmarks as per Panchasutra
- 80% of SHGs shall be eligible to receive CIF assistance from WBSRLM through Sanghas
- All the SHGs promoted shall have Bank linkage
- All the SHG members shall have their MIPs
- SHGs linked with Banks for credit or availed CIF/ VRF/ PF shall undertake viable Income Generation Activities
- Functional linkage has been established among SHGs, Line Departments, Sangha and Upa Sangha, Financial Institutions
- The rural people shall not loose their hard-earned money in the hands of unscrupulous financial institutions.

### Outcomes of the Project

- Women-owned and managed Community Based Institutions promoted and capacitated

- Income Generating Capacity of the Women members have enhanced and they have empowered socially and economically
- Capacitated CSPs and Sangha Leaders are delivering better support services on a sustainable manner

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SPADE | 2016

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We empower Manpower

*JTSDD*  
*WS*  
*06/16/16*  
**Hari Telematics Pvt. Ltd.**

9, Chandralok Market, Niladri Vihar, Bhubaneswar-751 016  
Ph. : 0674 - 2742456 / 3293929. Fax : 0674 - 2742456

Ref. No. : HTPL/2016/SUDA/WB-1

Date : 30.05.2016

*SMM(SMID)*  
*CR*  
The Director  
SUDA, Govt. of West Bengal, Kolkata

Sub: Proposal for empanelment as RO under SM&ID component of NULM

Sir,

In reference to the stated subject we introduce ourselves as a resource organization (RO) empanelled in the state of Odisha and shortly going to be empanelled in the state of Jharkhand and Bihar for providing handholding support to the existing and new SHGs for all time sustainability.

We are also providing convergence of self-employment income generation activities along with the compliance of the guidelines of SM&ID component under NULM to the existing and new SHGs for keeping them to active for all time. This is value added feature provided exclusively by us to justify the scheme genuinely.

As per the terms of guidelines for RO, we have executed an agreement with SUDA(Odisha) whose copy is enclosed herewith along with other relevant documents for due consideration.

We therefore request you to consider us for empanelment as RO in state of West Bengal for which we have enclosed the proposal for needful proceedings.

Yours Cordially,

*S. Mishra*  
S.Mishra (M.D, HTPL)





**Hari Telematics Pvt. Ltd.**

9, Chandralok Market, Niladri Vihar, Bhubaneswar-751 016  
Ph. : 0674 - 2742456 / 3293929, Fax : 0674 - 2742456

Ref. No. : .....

Date : .....

**ORGANIZATION DETAILS**

1. Name of the Organization:HARI TELEMATICS PVT. LTD
2. Nature of the Organization:PRIVATE LIMITED COMPANY
3. Incorporated as Private Limited Company in year 1998 at ROC, Cuttack, Odisha
4. Registered Office Address: 9, Chandralok market, Niladrivihar, Bhubaneswar-751021
5. Name of the Head of the Organization: SANJAY MISHRA
6. Designation:MANAGING DIRECTOR
7. Telephone /Mobile Number: 0674-2742456 / 9437406333
8. Contact Person: MANAS RANJAN TRIPATHY
9. Designation: HEAD (Administration)
10. Telephone /Mobile Number: 0674-2742456 / 9437370624
11. FAX and E-Mail: 0674-2742456 and [helpdesk@htplindia.com](mailto:helpdesk@htplindia.com)
12. Income Tax Registration No. (PAN): AABCH2481G

Ref. No. : .....

**PROPOSAL FOR RO ACTIVITIES**

Date : .....

**WORK PLAN:**

<b><u>S.No.</u></b>	<b><u>Activities proposed as RO</u></b>
1	Introductory meeting with all stake holders to discuss on RO activities & planning for income generation activities alongwith saving involving the elected representatives, ULB functionaries, NGOs in the area, existing SHGs & other prominent persons of the concerned ULB
2	Rapport building for smooth operation at different concerned ward within the ULBs involving CO and CMMU personal for collection of data from ULB
3	Existing SHG assessment report for status report & identification of defunct SHGs
4	Submission of inception report and different formats for achieving different milestone with time line to ULB and SUDA/SMMU for ULB wise target allocation
5	New SHG formations as per norms for which all evidence & documents will be furnished
6	Bank linkages will be provided to the new SHGs
7	Capacity building to all existing and new SHG members on 6 modules (Capacity building of SHG, SHG concept & management, credit linkage & management, book keeping, financial linkage & literacy, Leadership & planning & concept of ALF & CLF)
8	Facilitating the ULB for providing revolving funds to the SHGs
9	Submission of project proposal for different activity for the SHGs for bank loans
10	Handholding for backward & forward linkage for sustainable livelihood activities
11	Formation of ALF consisting of more than 10 SHGs by concerned authority
12	ALF linkages for facilitating supporting SHGs for which industry linkage for both forward & backward linkages will be provided.
13	Monthly progress report of SHGs with status report to the concerned ULB and SUDA/SMMU
14	Formation of CLF from the activated ALF in the city for scale up development & replication
15	Withdrawal strategy, Success stories & Submission of final report with all documentations

Ref. No. : .....

Date : .....

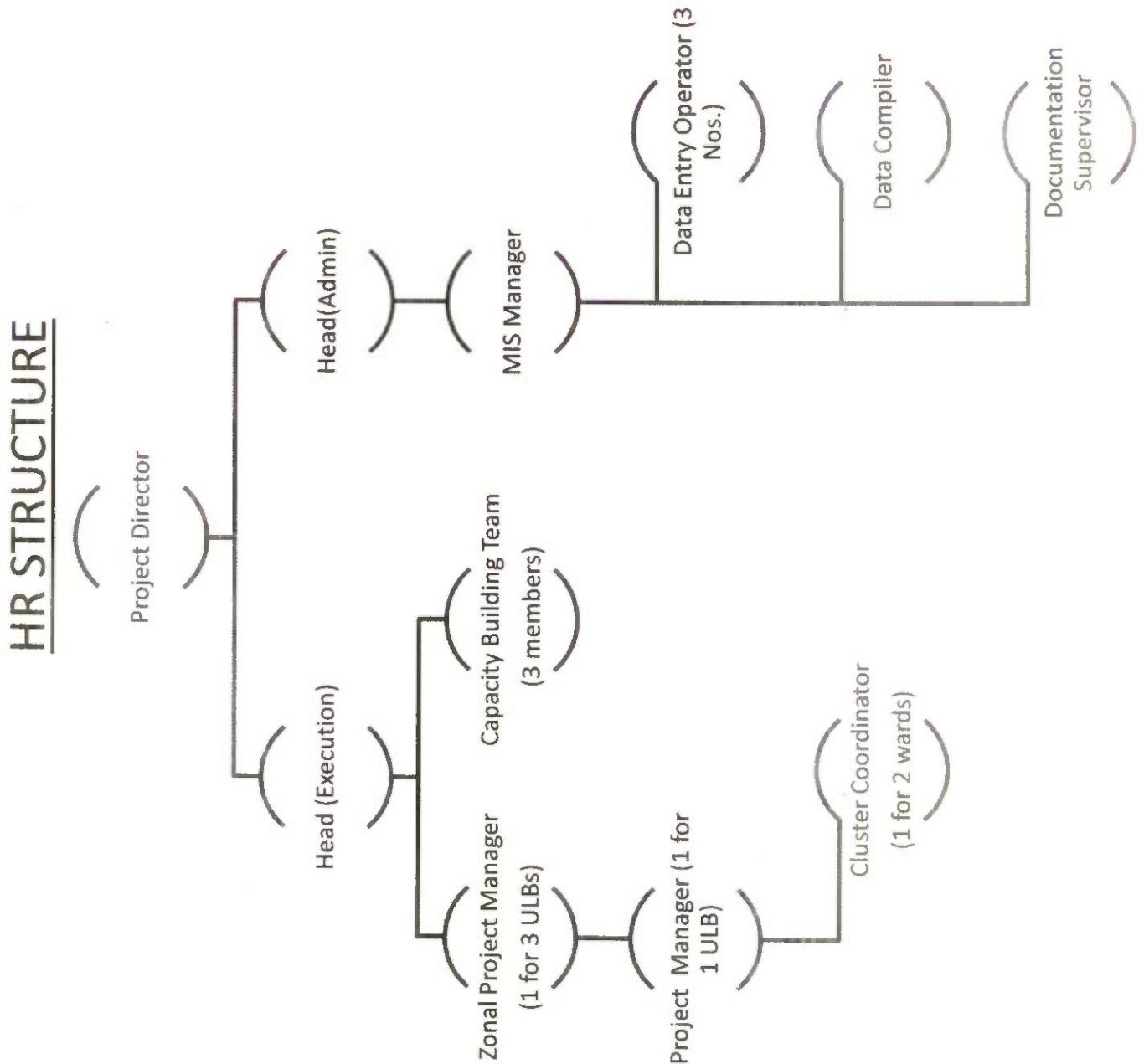
**Proposed ULB and Team for execution as RO:**

Sl No.	Name of the ULB	Zonal Project Manager	Project Manager	Cluster Coordinator
1	Kolkata	1 for 3 ULB	1 for 1 ULB	1 for every 2 wards
2	Bidhan Nagar			
3	Baranagar			
4	Barasat			
5	Barrackpore			
6	Bahatpara			
7	Dum Dum			
8	Habra			
9	Halisahar			
10	Kamarhati			
11	Kanchrapara			
12	Khardah			
13	Naihati			
14	North Barrackpore			
15	North Dum Dum			
16	South Dum Dum			
17	Asansol			
18	Burdwan			
19	Durgapur			
20	Darjeeling			
21	Siliguri			
22	Uluberia			
23	Howrah			
24	Kharagpur			
25	Midnapore			
26	Baidyabati			
27	Bansberia			
28	Bhadreswar			
29	Chandannagar			
30	Hooghly Chinsurah			
31	Rishra			
32	Serampore			
33	UttarparaKotrung			

**Capacity Building team:** 3 Master Resource persons are dedicated for conducting capacity building for 6 ULB by involving local bank, CMMU and CO of the concerned ULB

Ref. No. : .....

Date : .....



STATE URBAN DEVELOPMENT AGENCY

Govt. of Odisha (H & U.D.Deptt.)

Vivekananda Marg, Bhubaneswar-751014

Tel/Fax No.0674-2432317/2432846

e-mail-sudaodisha@gmail.com

Web: www.sudaodisha.org

No. 2780 /SUDA,

Date 7/12/15 , Bhubaneswar.

From

Sri Debendra Mohapatra, IAS  
Additional Secretary to Govt., H & U.D.Deptt. &  
**Mission Director- NULM**

To

The Chief Functionary,  
HARI TELEMATICS PVT LTD, 9-Chandralok Market, Niladri vihar, Bhubaneswar,  
Tel-0674-2742456, 3293929, E-Mail-helpdesk@htplindia.com

Sub Execution of Tri-Partite contract Agreement for engagement of R.O under SM & ID component of NULM - Regarding.

Madam/Sir,

I am directed to intimate you that, in response to the EOI / RFP No.1675/SUDA dated 25/7/15 for selection and empanelment of resource organisation to catalyse the formation of SHG, their federation, capacity building of all members & promotion of the financial inclusion of SHG members under NULM, your Organisation has been selected to be engaged as R.O for the NULM cities namely **Sambalpur(MC), Baripada(M), Bhadrak(M), Bhubaneswar(MC), Cuttack(MC), Paralakhemundi(M) & Rourkela(MC)**. An approved Tri-Partite contract Agreement format is attached herewith for execution of the same amongst You-ULB-SUDA. Three set of original Agreement (one for each party) will be signed. The front page of the MOA will be non-judicial stamp paper of Rs.100/- (One hundred). The authorised person in case of Municipal Corporation & the Executive Officer of the other ULB will sign the Agreement. In case of R.O, the signatory of the bid document will only sign the contract Agreement.

You are therefore requested to print the MOA in the non-judicial stamp paper, sign the agreement with official seal in each page & submit it with the concern ULB for signature & stamping, and then submit the same at SUDA for signature by 20.12.2015 positively.

**This may be treated as most Urgent**

Encl : As above

Yours' faithfully,

*[Signature]*  
Mission Director

Memo No. 2781 /SUDA,

Dated 7/12/15 , Bhubaneswar.

Copy forwarded to the Additional Secretary to Govt. & Mission Director- NULM, H & U.D. Deptt. / P.D-DUDA concern for kind information & necessary action.

*[Signature]*  
Mission Director

Memo No. 2782 /SUDA

Dated 7/12/15 , Bhubaneswar.

Copy forwarded to the concern ULB /Team Lead -SMMU-NULM, Odisha for information & necessary action. The ULB authorities are requested to sign the Agreement of selected R.Os by 16.12.2015 positively so as to submit the same at SUDA by 20.12.2015.

*[Signature]*  
Mission Director



सत्यमेव जयते

फार्म आई. आर.

Form I.R.

**निगमन का प्रमाण पत्र**  
**CERTIFICATE OF INCORPORATION**

ता० ..... की स० .....

No. 15-05444 of 19 1998-99

में एतद द्वारा प्रमाणित करता हूँ कि आज .....

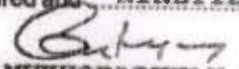
कम्पनी अधिनियम 1956 (1956 का स० 1) के अधीन निगमित की गई है; और वह कम्पनी परिसीमित है।

I hereby certify that HARI TELEMATICS PRIVATE LIMITED.

Is this day incorporated under the Companies Act, 1956 (No. 1 of 1956) and that the Company is limited.

मेरे हस्ताक्षर से आज ता० ..... को दिया गया।

Given under my hand at CUTTACK this FOURTH  
day of SEPTEMBER One thousand nine hundred and NINETYEIGHT.

  
( G. MUKHOPADHYAY )  
कम्पनियों का रजिस्ट्रार, उड़ीसा  
Registrar of Companies,

Orissa  
कम्पनी रजिस्ट्रार,

उड़ीसा / Orissa



# B C P & ASSOCIATES

## CHARTERED ACCOUNTANTS

MIG II - 2/8, B.D.A.COLONY, CHANDRASEKHAR PUR 751016, BHUBANESWAR, TEL 98610-68305

This is to certify that the annual turnover of **M/S Hari Telematics Pvt.Ltd.**, 8 & 9 CHANDRALOK MARKET, NILADRI VIHAR, BHUBANESWAR – 751 021, for last three years are as follow:

Sl.No.	Year	Turn over(Rs in Lakhs)
1.	2012-13	84.88
2.	2013-14	639.69
3.	2014-15	441.23
TOTAL		1165.80
Average Turnover:		388.60

Place : Bhubaneswar  
Date : 14.08.2015



For M/S B C P & ASSOCIATES  
CHARTERED ACCOUNTANTS

*B. C. Panda*  
(CA B. C. PANDA)  
Partner  
M no. 051913

e-TDS Intermediary  
(National Securities Depository Limited)

March 21, 2012

HARI TELEMATICS PRIVATE LIMITED  
PLOT-8 9 CHANDRALOK M  
COMPLEX NILADRI VIHAR  
CHANDRA SEKHAR PUR  
BHUBANESWAR  
KHURDA  
ORISSA - 751021  
Phone :91-9437406333

Sir/Madam,

Sub: Allotment of Tax Deduction Account Number (TAN) as per the Income-tax Act, 1961  
against your TAN application Acknowledgment number 05008020018061

Kindly refer to your application (Form 49B) dated December 03, 2012 for allotment of Tax  
Tax Deduction Account Number(TAN). In this connection, the following TAN has been  
issued to you / your organisation:

BBNH00632C

Please quote the same in all TDS challans, TDS certificates, TDS returns, Tax Collection at  
Source (TCS) returns as well as other documents pertaining to such transaction.

Quoting of TAN on all TDS returns and challans for payment of TDS is necessary to ensure  
credit of TDS paid by you and faster processing of TDS returns.

The above TAN should also be used as Tax Collection at Source Account Number under Section  
206CA.

Kindly note that it is mandatory to quote TAN while furnishing TDS returns, including e-TDS  
returns. e-TDS return will not be accepted if TAN is not quoted.

This supersedes all the Tax Deduction / Collection Account Number, allotted to you earlier.

This is an auto-generated e-mail, please do not reply to this e-mail. Your TAN intimation letter  
will be delivered at the address mentioned in your application

For more information contact the TIN Support Desk at:

Telephone: 020-2721 8080

Fax: 020-2721 8081

Email: [tininfo@nsdl.co.in](mailto:tininfo@nsdl.co.in)

Write to: National Securities Depository Limited,  
3rd Floor, Sapphire Chambers,  
Near Baner Telephone Exchange,  
Baner, Pune - 411045.

Income Tax Department

**Caution:**

**Income Tax Department does not send e-mails regarding refunds and does not  
seek any taxpayer information like user name, password, details of ATM, bank  
accounts, credit cards, etc. Taxpayers are advised not to part with such  
information on the basis of emails.**

\*\*\*\*\* This message is  
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receive this message in error, please immediately delete it. You must not, directly or indirectly, use, disclose, distribute, print, or  
copy any part of this message if you are not the intended recipient. Unless otherwise stated, any commercial information given  
in this message does not constitute an offer to deal on any terms quoted. Any reference to the terms of executed transactions  
should be treated as preliminary only and subject to our formal written confirmation.  
\*\*\*\*\*



ଓଡ଼ିଶା ओडिशा ODISHA

**Memorandum of Agreement**

G 862623

Amongst

STATE URBAN DEVELOPMENT AGENCY (SUDA-SULM), H & U.D. DEPTT, GOVT. OF ODISHA  
(FIRST PARTY)

AND

ROURKELA MUNICIPAL CORPORATION  
(SECOND PARTY)

AND

HARI TELEMATICS PVT. LTD  
(THIRD PARTY)

For

Engagement of Resource Organization (RO) to catalyze the formation of SHGs, their federations, capacity building of all members, and their aggregators like ALFs and CLFs, and promotion of the financial inclusion of SHG members under SM & ID component of National Urban Livelihood Mission (NULM).


**THIS MEMORANDUM OF AGREEMENT** (here in after referred to as MOA) is entered into on 11/01/2016 ~~2015~~ between

State Urban Development Agency (SUDA as SULM) H & UD. Dept., Govt. of Odisha, Vivekananda Marg, Bhubaneswar-751014, as the FIRST PARTY and herein after called SUDA, which expression shall, unless repugnant to the context shall mean and include its successor-in-interest and permitted assignees of the FIRST PART; and

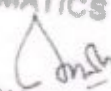
ROURKELA MUNICIPAL CORPORATION, with its address at Rourkela, the SECOND PARTY, herein after called the ULB, short for Urban Local Body, which expression shall, unless repugnant to the context shall mean and include its successor-in-interest and permitted assignees of the SECOND PART;

and

HARI TELEMATICS PVT. LTD., the THIRD PARTY, represented through its official Managing Director, herein after called the RO, which expression shall, unless repugnant to the context, include its successors and permitted assignees of the THIRD PART.

  
Additional Director  
State Urban Development Agency  
Bhubaneswar

  
Municipal Commissioner  
Rourkela Municipal Corporation

HARI TELEMATICS PVT. LTD.  
  
MANAGING DIRECTOR

**State Urban Development Agency (SUDA) FIRST PARTY:**

FIRST PARTY, a society incorporated by H & UD. Department, Govt. of Odisha incorporates the State Urban Livelihood Mission (SULM) for planning, coordinating & monitoring NULM in the State of Odisha.

SECOND PARTY, ROURKELA Urban Local Body (ULB) is the local self-government institution established by the Government of Odisha for administering government programs for development in the urban areas of ROURKELA

THIRD PARTY HARI TELEMATICS PVT. LTD. with its address at 9, Chandralok Market, Niladri Vihar, Bhubaneswar Has voluntarily responded to the call for bids for engagement as RO issued by SUDA to catalyze the formation of SHGs,

(a) having represented to the First Party that it has the required professional skills, personnel and technical resources, has offered to provide in response to the Tender Notice No.1675 dated 25 July 2015 issued by the First Party; and has agreed to the Terms of Reference (TOR) in the said RFP call, the TOR being annexed to this document as a material part of this agreement.

(b)The "First Party" has accepted the offer of the Agency/RO to provide the services on the terms and conditions set forth in this Contract.

In pursuance thereof, the Parties have decided to put the agreement in writing thereof.

**NOW THIS AGREEMENT WITNESSETH:****1. Tasks and Responsibilities of SUDA:**

- a. SUDA has identified the RO through a competitive bidding process for engagement in the NULM for discharging duties as detailed in Section 3 below.
- b. SUDA, through the professional establishment of the State Mission Management Unit (SMMU) in its office, will monitor and calibrate the functioning of the RO in the ULB.
- c. SUDA has also placed in the ULB a City Mission Management Unit (CMMU), comprising of Managers with whom the RO will work in close coordination. The CMMU will have oversight of the functioning of the RO and outcomes of its engagement.
- d. SUDA has clearly defined the role and responsibilities of the RO and the ULB in this document in various Sections and their Clauses and will process reports generated by the RO through the CMMU and SMMU.
- e. SUDA will monitor the program implementation directly or deploy manpower to monitor the same.
- f. SUDA will release funds to the RO after proper certification from ULBs, detailed in this agreement.
- g. All reports generated during the course of this engagement will be the property of SULM-SUDA and may not be shared in any form or media with any audience without the written permission of SUDA.

**2. Tasks and Responsibilities of the ULB:**

- a. The ULB shall assign the operational area for the RO's functioning and document the same within 15 working days from the date of this MoA. The document must specify the wards in which the RO will operate.
- b. The ULB Administration must ensure that concerned Community Organizers must extend cooperation to the RO to facilitate its functioning.
- c. The primary delivery point of all deliverables of the RO will be the Administrative Head of the ULB and the ULB must ensure that all deliverables, reports and returns of the RO are delivered on time.
- d. The ULB will constantly monitor the program implementation through the CO/CMMU Manager
- e. The ULB will process invoices for payments raised by the RO in accordance with the terms stated in this Agreement within 15 working days of presentation of the invoice. In case the ULB, represented by its Administrative Head, has any observations/reservations on the invoice, the same must be reported to the RO within seven working days of the submission and SUDA must be kept informed of the same.
- f. The ULB must ensure that reports and documents, pertaining to the RO, that require validation by the Administrative Head of the ULB and members of the CMMU must be validated and signed at the earliest.

*[Signature]*

State Urban Development Agency  
Bhubaneswar-751014

*[Signature]*  
Municipal Commissioner  
Rourkela Municipal Corporation

HARI TELEMATICS PVT. LTD.

*[Signature]*  
MANAGING DIRECTOR

### 3. Task and Responsibilities of the RO:

#### *a. Identification and assessment of existing SHGs*

The RO will identify the existing SHGs formed under SJSRY/ Mission Shakti and by other Organizations in the ULB and assess the status of these SHGs in terms of their quality of functioning. The RO will follow a standard questionnaire to conduct the assessment and will collect relevant data to assess the SHG situation. **A standard questionnaire template will be facilitated by SUDA for the purpose and the RO must deploy that standardized template only.** Based on this exercise the RO will determine the number of new SHGs to be formed and number of existing SHGs to be strengthened in the operational area earmarked for it by the ULB. The RO will also identify potential individuals to form new SHGs. The membership should be preferably from the urban poor women and a participatory and self-selection approach to be followed in the process of group formation. **The plan for formation of new SHGs and for strengthening existing SHGs in the ULB, including the numbers involved, must be approved by SUDA for further action.**

#### *b. Interface with community and formation of federations*

The RO will be responsible for community mobilization, building trust and gain confidence of urban poor to form SHGs and their federations to take collective actions at the slum level. The RO will work closely with women and facilitate the processes of forming SHGs, Area Level Federations and assist ULB/ CMMU in formation of City Level Federation. The RO needs to ensure at least 70% of SHG members are urban poor. The RO must facilitate the registration of all ALFs & CLFs under Society Registration Act-1860 by the ULB/ CMMU.

#### *c. Bank Linkages and Financial Literacy*

The R.O will facilitate the processes for establishing linkage of SHGs with Banks which begins with the opening of bank account. The agency will also facilitate SHGs and its members to access financial services such as saving, insurance, pension, remittance and credit.

#### *d. Revolving Fund*

The R.O will facilitate disbursement of Revolving Fund under NULM to all new SHGs formed under NULM. Also, RO must ensure that the Revolving Fund support is also provided to SHGs transferred from SJSRY to NULM, which had not been provided with Revolving Fund under SJSRY. The registered ALFs will also be given Revolving Fund. The amount of Revolving Fund and terms & conditions for getting the fund will be as per NULM operational guidelines for SM & ID prescribed by Govt. of India.

#### *e. Capacity Building*

After the identification of existing SHGs and formation of new SHGs with potential and interested individuals, the RO shall provide training to all the members of the SHG (not just the leaders/representatives). The RO will be providing training to SHG members **and other stakeholders and conduct such training.** The broader content of the training module will be:

*[Signature]*  
Additional Director  
State Urban Development Agency  
Bhubaneswar-14

*[Signature]*  
Municipal Commissioner  
Rourkela Municipal Corporation

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*[Signature]*  
MANAGING DIRECTOR

- Basic concepts of functioning of a SHG like how to conduct meetings, basics of savings, lending money, repayment habits; responsibilities of group members;
- Book keeping and accounting, fund management, building bank and credit linkages;
- Communication, decision making, conflict resolution, self-assessment, etc.
- Accessing government benefits under NULM especially universal financial inclusion, skill training and micro credit/Micro-Enterprisedevelopment and other Socialprograms of central, state and local governments;
- The RO will work closely with ALFs and CLFs to build their capacities andenable them to function independently.

RO will also provide training to SHG members to access commercial/business opportunities and advise them on trades/businesses that they can start for maximum livelihood benefit.

#### f. Coordination

The RO will coordinate with ULB/CMMU, Bank, SUDA, and other government departments for leveraging fund for SHGs to access benefits through different government led programs and schemes. The RO will also facilitate the processes for the convergence with relevant programs and schemes dealing with skills, livelihoods, entrepreneurship development, health education, etc. The RO will coordinate with skill Training agency in the city/town, encouraging potential candidates for skill up-gradation and training for sustainable development of their livelihoods.

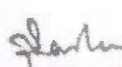
#### g. Handholding support for at least 15 months


The RO will provide continuous hand holding support to SHGs for 15 months and undertake following activities:

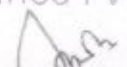
- Attend SHGs and federation meetings on a regular basis and provide direction;
- Bring in bankers, government officials from various departments, and members from established SHGs (for cross-learning) to interact with the newly formed SHGs;
- Assist the Community Organizer in the evaluation of the performance of SHGs being supported by it;
- Bank linkages and financial linkages: Assist SHGs in the process of opening of bank accounts and facilitate SHGs to access financial services such as saving, insurance, pension, remittance and credit from banks and other formal sources.

#### 4. Withdrawal Strategy

After initial handholding for at least 15 months, the RO will be expected to gradually withdraw active support from those SHGs that are formed and performing satisfactorily and handover to the Area Level Federations in phases. The RO will develop and implement strategies for the withdrawal of external support from the beginning and this strategy must be incorporated in its work plan.

 Regional Director  
Rourkela Development Agency

 Municipal Commissioner  
Rourkela Municipal Corporation

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 MANAGING DIRECTOR

5: Reporting and documentation

• **Inception report:** The RO is expected to submit the inception report within six to eight weeks, getting the assignment from SUDA. Inception report must include analysis of the situation (existing status of SHGs based on performance, number of new SHG /ALFs to be formed, setting up of target for strengthening/formation of SHGs, with details of existing bank accounts of SHGs), details of RO staff structure, work plan – including:

- a) An activity schedule
- b) A training plan containing number of batches, participants, training calendar, training module with content of the training etc.,
- c) The inception report should also include the strategy/activities to achieve the milestones outlined in the scope of work. The work plan has to be developed in consultation with the ULB. The RO will report targets for SHG, ALF and CLF formation in the format given below:

ULB Name:

SHG/ALF/CLF Formation Target				
Sl. No.	City Area	SHG	ALF	CLF
1				
2				
3				
4				
5				
6				
7				
8				
	TOTAL			


• **Monthly/quarterly/annual progress reports** in the agreed format need to be shared by RO periodically with the ULB. SUDA and ULB jointly will monitor the progress of program implementation at mutually agreed upon intervals and interact with the agency to ensure that the program falls within the schedules and agreed timeline. Written minutes of such reviews will be shared with the ULB and the RO by SUDA.

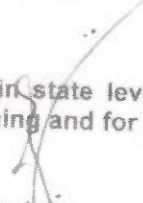
• **Final Report** on the support including formation, hand holding support to SHGs and federations, capacity building and financial inclusion need to be submitted by last week of 24th month of engagement with the ULB.

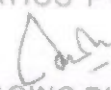
If at any point, it is found that the R.O has given false figures/report on agreed upon activities it will be penalized and will be black listed by the H & UD Deptt., Govt. of Odisha.

All reports must be countersigned by the Slum Improvement Officer/Dy. Commissioner/EO of the ULB and the CMMU Manager for Social Mobilization and Institution Development before submission to SUDA.

The RO will be required to participate in state level meetings, document case studies and best practices and share these for state-wide learning and for general dissemination.

  
Additional Director  
State Urban Development Agency  
Bhubaneswar-14

  
Municipal Commissioner  
Rourkela Municipal Corporation

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MANAGING DIRECTOR

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## 6. Expected Outcomes/ Outputs

- a) As stated in Clause 1 Section G, all reports with prescribed content submitted by the RO will constitute outcome desired from this engagement
- b) At least 1 member from each identified urban poor household in the ULB jurisdiction, preferably a woman, has to be a member of a SHG and at least 70% of the members of SHGs should be urban poor;
- c) RO to train SHGs and ALFs and CLF members to build their capacity on issues such as: (i) the SHG concept federation concept (including savings), how to conduct meetings, responsibilities of group members/ federations etc; (ii) book-keeping and accounting, fund management, building bank and credit linkages; (iii) communication decision making, conflict resolution, self-assessment; and (iv) accessing government benefits under NULM, and other social program of the central, state and local governments. Documentation of the training outcome, with participant feedback, is a key outcome and such documentation must carry validation and comments (if any) of the Commissioner/EO of the ULB and the CMMU Manager in charge of Social Mobilization and Institution Development. Training participant feedback must be taken in the presence of the Community Organizer and/or concerned CMMU Manager.
- d) All SHGs to have a bank account for deposit of savings; The RO will be responsible for opening bank accounts of SHGs it forms as well as of those that have been formed earlier, provided the latter SHGs do not have a bank account linkage and this gap is documented in the Inception Report.
- e) All SHGs to be linked to banks for credit;
- f) All new SHGs formed by the RO access revolving fund support under NULM;
- g) SHGs will be federated at the area-level and at least one City-level Federation will be formed per City;
- h) All ALFs to be registered as a society;
- i) All ALFs formed must access revolving fund support under NULM.

## 7. Implementation Arrangement

To implement the partnership between SUDA, the ULB and the RO, SUDA has, as stated in Section 1, created a dedicated unit with experienced professionals in the relevant thematic areas namely social mobilization, institution building, financial inclusion, training and book keeping. This unit, designated the State Mission Management Unit (SMMU) under NULM is responsible for operationalization of partnership envisaged in this MoA and reports to SUDA. For all operational and functional purposes, the RO will coordinate with the SMMU-SUDA for apex-level decisions.

## 8. Duration of Agreement:

The total duration of the engagement will be for TWO years from the date of signing this agreement. Any possible extension of the assignment will be based on the field requirement and performance of R.O. The extension/continuation will be based on mutually agreed upon terms.

## 9. Payment terms and conditions:

All payments shall be made as per payment schedule mentioned below:

- a. **Fee Payable, Payment Schedule and milestones:** Total fee inclusive of all taxes payable for carrying out all activities as per this TOR will be Rs. 10,000/- per SHG. Payment to RO per SHG will be made on the basis of milestones mentioned in the table below:

Sl.No.	Milestones	Amount (in Rs.) per SHG
1	Completion of formation of SHGs as per guideline and on submission of copy of Resolution.	2000 /-
2	Bank account opening of SHGs with copy of pass book	2000 /-
3	Capacity Building of SHGs as per the required content/ agreed module completed	2000 /-
4	Formation and registration of Area Level Federation completed	2000 /-
5	Access to benefit under NULM including R.F & Submission of final report detailing the achievements of milestones.	2000 /-
	<b>Total</b>	<b>10,000 /-</b>

Additional Director  
Development Agency  
Rourkela Municipal Corporation

Municipal Commissioner  
Rourkela Municipal Corporation

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- b. All invoices must be submitted by the RO to the ULB, with a copy to SUDA, and all invoices must be countersigned by the Slum Improvement Officer/Dy. Commissioner/EO of the ULB and the CMMU Manager for Social Mobilization and Institution Development before forwarding to SUDA for payment.
- c. Invoices must be generated and submitted by the RO within 7 days of becoming due for submission.
- d. The ULB must verify and process each invoice for payment within 15 working days from date of receipt of the invoice from the RO.
- e. The SMMU Manager in-charge of the ULB will monitor and facilitate the clearance of the ULB payment within the stipulated period.
- f. In case an invoice submitted by the RO is delayed at the ULB level beyond the 15 working days allowed for processing it, SUDA will assume that the ULB has no objection to the invoice and will be free to take reasonable steps to expedite the process and payment at its discretion.
- g. Expenditure on Boarding, lodging, stationery and other logistics for RO staff would be borne and managed by the RO. No payments other than that given in the schedule at 'a' above is admissible for the engagement to the RO.
- h. The RO may claim part of the 5-point schedule as given at 'a' above for SHGs at varying levels of development.
- i. The R.O shall furnish a Performance Bank Guarantee (PBG) of Rs.25,000/- per city for 24 months in favor of "Additional Director, SUDA" payable at Bhubaneswar, after signing of MOA and the same will be provided in the form of demand draft only. The PBG may be refunded without interest after the end of the tenure of the engagement, including extensions, if any.
- j. The EMD of Rs.10,000/- per City submitted by the Bidder will be refunded without interest on submission above BG.

#### 10. Reporting and Review Mechanism

Mission Director, NULM, SUDA will be responsible for review and monitoring of progress of the partnership. The Review committee may be constituted at various levels to monitor the progress and to interact with the RO. The designated C Project Officer at the ULB will be the Chairperson of the committee at the city level and will include the SMMU Manager in-charge of the ULB and the CMMU expert.

There will be joint review by the Mission Director SUDA and the RO on half yearly basis. Any deviation in the partnership implementation will be identified in the joint review meeting a suitable action may be taken up by each partner to rectify the deviations.

#### 11. Termination

Each Party shall have the right to terminate the Memorandum of Agreement by giving one - months' written notice to the other Party at any time. If the Memorandum of Agreement is terminated by either Party, steps shall be taken to ensure that the termination does not affect any prior obligation, project or activity already in progress.

#### 12. Penalties :

- a. If at any point, it is found that the R.O has given false figures/ report on agreed upon activities he will be penalized & will be black listed by the H & UD Deptt. , Govt. of Odisha. The agreement will be summarily terminated by SUDA on any such falsification coming to SUDA's notice.
- b. If it is found that the RO has submitted false information to SUDA at any stage starting with the RFP and bidding process, then SUDA will proceed with action against the RO that may include termination of the agreement, blacklisting and legal proceedings against the RO or a combination of all these actions as SUDA may deem fit.

Additional Director  
Development Agency  
Bhubaneswar-14

Municipal Commissioner  
Rourkela Municipal Corporation

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MANAGING DIRECTOR

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### 13. Dispute Resolution

The Parties shall in the first instance, seek to resolve any dispute amicably by mutual consultation/ mediation.

Any dispute between the Parties arising under or related to this MoA that cannot be settled amicably may be referred to mediation by either Party. Decision of the Commissioner-cum-Principal Secretary, Department of Urban Development Govt. of Odisha would be final.

### 14. Force Majeure Definition

For the purposes of this MoA, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub consultants of agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion to this MoA, and avoid or overcome in the carrying out of its obligations.

### 15. Other Term & Conditions

- If GOI, Ministry of HUPA, make any amendment to the NULM guidelines then those changes will be applicable to this agreement.
- In case RO completes any additional assignment at the request of SUDA, the same may be reimbursed by SUDA on pro rata basis.

### 16. Amendments

This MoA may be amended by mutual written agreement of the parties. Any amendment will be without prejudice to any rights or obligation incurred under this MoA or supplementary agreement there to reached pursuant prior to the effective date of such amendment.

IN WITNESS WHERE OF, ODISHA State Urban Livelihoods Mission (SULM) -SUDA and the representative of the Urban Local Body and the RO, each acting through its representative duly authorized there unto, have signed this agreement on the date first above written

#### Schedule-1

For SUDA

Signature

Name:

Additional Director

State Urban Development Agency

Witness signature

Name:

Pradyumn Kumar Sarda

For RO

Signature

Name:

Sanyal

Witness signature

Name:

Jogendra Nath Pattanayak



For ULB

Signature

Name:

Witness Signature

Name:

Municipal Commissioner  
Rourkela Municipal Corporation

17-12-15

#### Annexure

Terms of Reference for parties interested in bidding for engagement as Resource Organization for NULM in Odisha



We empower Manpower

**Hari Telematics Pvt. Ltd.**

9, Chandralok Market, Niladri Vihar, Bhubaneswar-751 016

Ph. : 0674 - 2742456 / 3293929, Fax : 0674 - 2742456

Ref. No. : HTPL/2016/WB-SUDA-RO-1

Date : 20.04.2016

The Director

SUDA, Govt. of West Bengal



JB(SG)

SHG (SH/91)

PI put up

20/4/16

Sub: Request for empanelment as Resource Organisation (RO) under SM & ID component of NULM

Sir,

We would like to inform you that we are presently executing RO activities in Odisha for which we have enclosed the empanelment letter issued from SUDA under U & UD dept., Govt. of Odisha.

We have developed an innovative method for hand holding support to SHG which is successful in Odisha and the same can be implemented in the state of BIHAR. This will provide sustainability to the existing & new SHGs for different activities.

We therefore request you for the needful proceedings for considering us for empanelment as Resource organisation.

Yours Cordially,

S.MISHRA  
M.D., HTPL



## **BRIEF PROFILE OF HTPL**

**We are a leading skill training provider having 639 centres at different locations in India for providing livelihood support to unemployed and poor urban women. We have trained approx. 1, 80,000 youth since last 18 years. A brief credential as follow:**

- Empaneled skill training provider for EST&P under NULM of SUDA, Odisha
- Empaneled skill training provider for EST&P under NULM of UDD, Jharkhand
- Empaneled skill training provider for EST&P under NULM of UDD, Bihar
- Resource Organization under SM&ID component of NULM of SUDA, Odisha
- Partner institute of NIESBUD under Ministry of MSME, Govt. of India
- Partner of NSIC, Govt. of India for Training cum incubation centre (NSIC-TIC)
- Registered under Aajeevika (NRLM), MoRD, Govt. of India
- Empaneled skill training provider under MANAS, Ministry of Minorities affair
- Conducted Placement Linked Employability Training as empanelled training institutes of OSFDC under ST & SC Development Department, Govt. of Odisha
- Conducted training for OBCFDCC, Govt. of Odisha
- Conducted training of MES as VTP under DGET, Govt. of India
- Conducted MES training as partner institute of Apex Hi-Tech Institute, Govt. of India
- Executed pre training under SGSY of MoRD as partner institute of L&T
- Mater Business Associate for IT related training of ECIL (Govt. of India undertaking)
- Executing city livelihood centre at different ULB/city jointly with the municipal corporations and municipalities
- Empaneled as Resource organization (RO) in different ULBs in Odisha

STATE URBAN DEVELOPMENT AGENCY

Govt. of Odisha (H & U.D.Deptt.)  
Vivekananda Marg, Bhubaneswar-751014  
Tel/Fax No.0674-2432317/2432846  
e-mail-sudaodisha@gmail.com  
Web: www.sudaodisha.org

No. 2780 /SUDA,

Date 7/12/15 . Bhubaneswar.

From

Sri Debendra Mohapatra, IAS  
Additional Secretary to Govt., H & U.D.Deptt. &  
**Mission Director- NULM**

To

The Chief Functionary,  
HARI TELEMATICS PVT LTD, 9-Chandralok Market, Niladrivihar, Bhubaneswar,  
Tel-0674-2742456, 3293929, E-Mail-helpdesk@htplindia.com

Sub Execution of Tri-Partite contract Agreement for engagement of R.O under SM & ID component of NULM - Regarding.

Madam/Sir,

I am directed to intimate you that, in response to the EOI / RFP No.1675/SUDA dated 25/7/15 for selection and empanelment of resource organisation to catalyse the formation of SHG, their federation, capacity building of all members & promotion of the financial inclusion of SHG members under NULM, your Organisation has been selected to be engaged as R.O for the NULM cities namely *Sambalpur(MC)*, *Baripada(M)*, *Bhadrak(M)*, *Bhubaneswar(MC)*, *Cuttack(MC)*, *Paralakhemundi(M)* & *Rourkela(MC)*. An approved Tri-Partite contract Agreement format is attached herewith for execution of the same amongst You-ULB-SUDA. Three set of original Agreement (one for each party) will be signed. The front page of the MOA will be non-judicial stamp paper of Rs.100/- (One hundred). The authorised person in case of Municipal Corporation & the Executive Officer of the other ULB will sign the Agreement. In case of R.O, the signatory of the bid document will only sign the contract Agreement.

You are therefore requested to print the MOA in the non-judicial stamp paper, sign the agreement with official seal in each page & submit it with the concern ULB for signature & stamping, and then submit the same at SUDA for signature by 20.12.2015 positively.

**This may be treated as most Urgent**

Yours faithfully,

Encl : As above

*[Signature]*  
Mission Director

Memo No. 2781 /SUDA,

Dated 7/12/15, Bhubaneswar.

Copy forwarded to the Additional Secretary to Govt. & Mission Director- NULM, H & U.D. Deptt. / P.D- DUDA concern for kind information & necessary action.

*[Signature]*  
Mission Director

Memo No. 2782 /SUDA

Dated 7/12/15, Bhubaneswar.

Copy forwarded to the concern ULB /Team Lead -SMMU-NULM, Odisha for information & necessary action. The ULB authorities are requested to sign the Agreement of selected R.Os by 16.12.2015 positively so as to submit the same at SUDA by 20.12.2015.

*[Signature]*  
Mission Director

F. No. K-14011/4/2014-UPA (FTS-9963)  
Government of India  
Ministry of Housing & Urban Poverty Alleviation  
(UPA Division)

**Shri M N Pradhan**

Director  
State Urban Development Agency  
Govt. of West Bengal  
H Block, Sector 3 Salt Lake, ILGUS  
Bhavan,  
Bidhan Nagar, Kolkata - 700106

Nirman Bhawan, New Delhi

Dated: 06- March 2016



*Handwritten notes:*  
SM&ID (SM&ID)  
for ng. pl  
28/4/16

**Subject: Proposal for empanelment of MEPMA, Telangana as Resource Organization (RO) for SM&ID component of Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (DAY- NULM)-Reg.**

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that in order to catalyze the formation of SHGs and their federations and to promote the financial inclusion of SHG members under DAY-NULM, autonomous registered agencies set up by the state or central government or well established long standing federations of SHGs or NGOs may be engaged as ROs under SM&ID component of DAY-NULM.

2. In this connection, the Ministry had circulated the proposal of Mission for the Elimination of Poverty in Urban Areas (MEPMA), Andhra Pradesh as an RO vide letter no 14014/4/2014 dated 2<sup>nd</sup> June 2014. Now, the Ministry has received proposal of MEPMA Telangana, G/o Telangana, to serve as an RO under NULM. A copy of the same is annexed herewith for reference, which may be modified as per State's requirements.

3. States who are planning to take the services of MEPMA, Telangana as an RO, may enter into an agreement to conduct the activities as per the Operational Guidelines of Social Mobilization and Institution Development component of DAY-NULM.

Encl: As above

Yours faithfully

*Handwritten signature of Avanish Kr. Mishra*

(Avanish Kr. Mishra)

Director (UPA-II)

Tel No.: 011-23062923

**Copy to:**

1. Shri M. G. Gopal, Secretary, MA & UD Department D Block, First Floor, Room no. 252, Telangana Secretariat, Hyderabad, (Telangana)-500022
2. Shri Dana Kishore (IAS), Mission Director, Mission for Elimination of Poverty in Municipal Area(MEPMA), MA & UD department, 3<sup>rd</sup> Floor, ENC Complex, A.C. Guards, Lakdipool, Hyderabad, Telangana
3. State Secretaries (In-Charge of DAY-NULM), except Telangana



పట్టణ పరిపాలనా సంస్థ (ఎ.ఎ.ఎ.ఎ.)  
Mission for Elimination of Poverty in Municipal Areas  
Department of Municipal Administration & Urban Development.



From  
Sri M. Dana Kishore I.A.S.  
Mission Director  
Telanagana  
Hyderabad

To  
The Joint Secretary  
Government of India  
Ministry of Housing & Urban  
Poverty Alleviation,  
Nirman Bhavan  
New Delhi-110001

Lr.No. Action Plan 424 /NULM /2014-15 date: 16 .2.2016

Sir,

Sub: - NULM-SM& ID -MEPMA-Telangana-recognizing ROs-Proposal on package of services that MEPMA can offer states for Social Mobilization under NULM - submitted -Regd.

Ref: - 1. This Office Lr.Roc.No 424 /SM& ID /TS/2014/D1 Dated 31.12.2014  
2. F.No.K. 14014/4/2014-UPA GOI Dated 24.06.2015 from GOI UPA to MD MEPMA  
3. This Office Lr.Roc.No 424 /SM& ID /TS/2014/D1 Dated 23.06.2015  
4. F.No.K-14011 /4/2014-UPA ( FTS-9963) Dated : 18.01.2016 from Director ( UPA -II) , MoHUPA, New Delhi .

\*\*\*

MEPMA ,Telangana is thankful for being identified as Resource Organization for replicating Social Mobilization practices in other states. In the ref 4<sup>th</sup> cited GOI requested to furnish the revised proposal duly including the aspects of Professional Resource Persons ( PRPs), State Resource Persons for local coordination for planning, and follow up , Community Managed Book -Keeping system, training modules for SHGs etc

Accordingly I enclose the herewith revised proposal for package of the services including Resource Person Budget, Book keeping system Training Modules that MEPMA can offer to other states for taking up Social Mobilization activities covering deployment of MEPMA Community Resource Persons ( those who are trained in Hindi training Module ) for formation of SHGs, ALFs, and CLFs , guided by Professional Resource Persons and SRPs in the course of 1<sup>st</sup> year.

Yours Faithfully

MISSION DIRECTOR

## **PROPOSAL FOR TAKING UP SOCIAL MOBILISATION ACTIVITIES IN OTHER URBAN AREAS OF OTHER STATES:**

The National Urban Livelihoods Mission (NULM) was launched in September 2013 by the Government of India with the aim of reducing poverty and vulnerability of the urban poor households and resting on the foundation that the mobilization of urban poor households into Self-Help Groups (SHGs) and their federations at the area and city levels, is an important investment for an effective and sustainable poverty reduction programme. Under NULM, to catalyze the formation of SHGs and their federations and promote the financial inclusion of SHG members, Resource Organizations (ROs) may be engaged. In addition to NGOs, ROs can be autonomous registered agencies of the state or central government such as MEPMA. This proposal is for MEPMA to use its experience in social mobilization and institution building and act as an RO for other states under NULM.

### **I. Scope of the partnership:**

The objective of this partnership is

- Through deployment of high quality Community Resource Person (CRP) teams under NULM to other / host states.
- Through deployment of State Resource Persons (RPs) for giving necessary support to ULBs in other / host states.
- Provide technical support in preparation of IEC material for social mobilization and institution building.

### **II. Key activities and tasks of partnership:**

The following are the key activities are envisaged to promote social mobilization and institution building under NULM in the host state:

- Immersion, induction and training of the Host state's officials / staff ( all levels), community staff and members in the selected urban areas of the host state
- Deployment of high quality external teams.
- Deployment of high quality resource persons.
- Assistance in designing customized training modules , Books of Accounts to the other state staff
- Any activity jointly agreed by other state and MEPMA and National Urban Livelihood Mission, Ministry of Housing & Urban Poverty Alleviation, GOI.

### **III. Expected Outcomes/Outputs in an ULB for first year:**

- The staff at the selected state and city level will be trained in the areas of Social Mobilization, Institution Building (IB) and Financial Inclusion and other core competencies required for project implementation.
- Comprehensive IB and Training Action Plan will be developed.
- Presuming a city /ULB population of 100,000 people with 6,000 urban poor households, on an average, 600 SHGs will be formed and facilitated to form at least 25 Area level federations and one city level federation in one ULB.. The actual number of SHGs and federations formed and sustained will be based on the need jointly identified by MEPMA and the host state.
- One Book keeper for 3-4 SHGs will be identified and 600 Book keepers will be trained to write the records of the SHGs.
- Community managed Books of accounts will be introduced.
- SHG, ALF and CLF – system of Monitoring the meetings will be set up. 25 ALF RPs will be trained for monitoring the SHG meeting systems regularly.
- By the end of the year city/cluster level federation will be formed and strengthened
- Training of Trainers (ToTs) for up to 10-15 CRPs will be undertaken in IB and book-keeping in one ULB.
- Credit enablement through SHG Bank linkage for SHG groups formed will be ensured in course of year 1 and
- Opening of Bank account and facilitation of financial inclusion for all ALFs and CLFs formed in the course of year 1 will be ensured.

#### **IV.Expected outcomes for the 2<sup>nd</sup> year:**

Extending technical support through providing trainings/exposure visits to the field functionaries involved in the programme for ensuring proper follow up and sustainability.

#### **V. Role and responsibility of each partner agency:**

MEPMA:

- Diagnosis of existing level of Social mobilization, promotion of CBOs and IB process in ULBs and suggest suitable strategy to other states for taking up various activities in ULBs.

- Participate in the joint workshop held at other state and guideline for finalization of Books of Accounts for SHG and ALFs and CLFs.
- Participate in the state level meeting and guide the other states in positioning of sensitive support mechanism.
- Deployment of CRP teams & RP teams continuously for a period of one year initially and subsequently, in the 2<sup>nd</sup> year, based on the requirement
- 30 teams deployed for 6 rounds in the financial year 2013-14 in Urban local bodies in a phased manner.
- Depute teams to ULBs @ 5 teams per ULB to work in the clusters/cities to take up social mobilization activities like formation of SHGs, ALFs and CLFs.
- Assist and guide other states for conducting start up and feedback meetings to CRP teams to assess their work and achieve the outcomes.
- Select nodal CLF by the MEPMA team as per the approved rates and implement strategy through them.
- Assist and guide the other states to formulate city-level training plans and conduct follow up training to the community members and community professional by the state resource persons.
- Conduct training programmes to SHG members, ALF Executive Committee (EC) members, CLF EC members, CRPs and ALF resource persons and guide other states to utilize their services for continuous monitoring of the functioning of CBOs.
- Attend the joint review meetings conducted by the other states once in 3 months for monitoring the processes and assess the outcomes in the Resource Cities on CRP strategies and resource person's strategies.
- Depute experienced professional to the other states to work as State Anchor Person
- Support other states in designing and development of training modules, Books of Accounts, material, audio visual aids.

#### **Host State:**

- Identify select ULBs in the host state (at least 6 per state). These will be treated as Resource Cities. These ULBs/clusters should be accessible by road and be geographically contiguous.

- Recruit and position a state level specialist team in their state for taking up Social mobilization activities like IB, Financial Inclusion, HR and Finance who will partner with the MEPMA team in the selected cities / ULBs.
- Conduct local immersion programme to the team members in the clusters of the said ULBs at least for 7 days to understand poverty issues and impact of various programme interventions for poverty removal.
- Designate one dedicated Project Manager level person as anchor for ULB strategies and ensure that he/she gives quality time and put in effort towards the objective of resource cities continuously.
- Shall ensure that, the follow-up activities as mentioned in the Annexure-2 would be taken care by the respective local functionaries in other states.
- Shall liaise with SLBC, banking and other financial institutions to ensure bank and credit linkage for SHGs and their federations formed by MEPMA in the selected cities / ULBs.
- Timely release of funds to MEPMA

**Role of ULBs: as per follow up action mentioned in detailed work plan.**

**Detailed work plan for 1 year is enclosed hereunder:**

### I.Detailed activity Plan by one CRP team in one slum for 1<sup>st</sup> round for 15 days:

Team composition:	Process	Work plan for 15 days:
<p>Each CRP team consists of 3 external CRPs from MEPMA and one local CRP</p> <p>Each team would cover one slum with 15-20 SHGs ( if slum size is too small 2-3 slums may be clubbed so as to make a critical mass/cluster of 15-20 groups)</p>	<ul style="list-style-type: none"> <li>• Entering MoU with MEPMA</li> <li>• Action plan</li> <li>• Empanelment of CRPs</li> <li>• MEPMA CRPs &amp; Urban Interface meeting</li> <li>• Planning session</li> <li>• Deployment of teams</li> <li>• On-job support</li> <li>• Debriefing sessions</li> <li>• Follow up</li> </ul>	<ul style="list-style-type: none"> <li>➤ CRP team will conduct a meeting at slum level with ward leaders and other members and develop rapport with the community</li> <li>➤ Collect basic data on the no. of households in slums, no. covered in SHGs and to be covered &amp; details of functioning of SHGs if already existing.</li> <li>➤ Prepare action plan for formation of SHGs with BPL households in slums.</li> <li>➤ Motivate them to form into SHGs with songs and role play.</li> <li>➤ Form SHGs</li> <li>➤ Orient SHG members on group dynamics through role-play, games, songs etc.,</li> <li>➤ Facilitate the SHGs to have proper agenda and meeting process</li> <li>➤ Identify Book keepers and Community activists.</li> <li>➤ Train identified book keepers &amp; community activists.</li> <li>➤ Form new groups &amp; ensure A/c opening to the new groups.</li> <li>➤ Conduct Debriefing session on 15<sup>th</sup> day at town level with all the teams.</li> <li>➤ To suggest follow up by the ULB</li> </ul>

The gap period after completion of 1<sup>st</sup> round is one and half month during which ULB has to monitor the follow up action.

### Follow up action by the ULBs after 1<sup>st</sup> round (1.5 months):

1. Handover the available data of population & households - slum wise while preparing action plan
2. Ready with the Book sets to be supplied to SHGs
3. Complete the process of Accounts opening of SHGs in Banks
4. Attend for their meetings and observe the group dynamics and record the gaps .
5. Savings facilitation

## **II. Detailed activity Plan by one CRP team in one slum for 2<sup>nd</sup> round for 9 days in a slum:**

CRP team imparts intensive training to SHG members on Book keeping for 4 days, meeting process and other aspects for 2 days and facilitates them to have meeting with proper agenda including hands-on practice. They enable the SHGs to write the resolutions and other books of A/cs

The gap period after completion of 2<sup>nd</sup> round is one and half month during which ULB has to monitor the follow up action.

### **Follow up action by the ULB after 2<sup>nd</sup> round (1.5 months):**

1. Monitor the SHG meetings regularly -
2. Update the Books of Accounts,
3. Town level Bankers meeting for facilitating Bank linkages
4. Prepare SHGs with documentation for Bank linkages
5. Masanivedika (or monthly) reporting system

## **III. 3<sup>rd</sup> round : Formation of ALFs for 9 days**

<b>Preconditions for formation of ALFs</b>	
<ul style="list-style-type: none"><li>• CRP strategy must have been implemented for one round for 15 days</li><li>• 80% of BPL Households in the slum must have covered under SHGs</li><li>• All the members of SHGs must have undergone member training.</li><li>• The leaders of SHGs must have undergone training</li><li>• At least 60% of the SHGs are conducting regular meetings</li><li>• At least 50% of the SHGs of the slum must have obtained bank linkages</li><li>• All the SHGs must have updated their books of accounts as on the date of formation to become eligible for federated.</li></ul>	<p><b>Process</b></p> <ul style="list-style-type: none"><li>• Empanelment of CRPs by DPMU units</li><li>• 3 CRPs from MEPMA + 1 local CRP from ULB per team</li><li>• External &amp; Internal CRPs interface meeting</li><li>• Planning session</li><li>• Deployment in slums</li><li>• Debriefing session</li></ul> <p><b>Work plan for 9 days:</b></p> <ol style="list-style-type: none"><li>1. Collecting the basic data on SHGs in the slum</li><li>2. Orientation to all SHG members on SLF concept through facilitation by Sr CRPs (importance of federations &amp; services etc..)</li><li>3. Orientation to SHG leaders on ALF concept</li><li>4. Resolutions from SHGs – nominating representatives as EC members in ALF</li><li>5. Office Bearers (OB) members selection</li><li>6. Formation</li><li>7. Account opening</li><li>8. 2 day training to EC&amp;OB members of ALFs on their roles and responsibilities</li></ol>

The gap period after completion of 3<sup>rd</sup> round is one and half month during which ULB has to monitor the follow up action

**Follow up action by the ULB (1.5 months):**

1. Complete the Account opening of ALF
2. Attend for SLF meetings
3. Promote savings from SHGs to SLFs
4. Supply the Books of A/cs to SLF

**IV. Detailed activity Plan by one CRP team in one slum for 4<sup>th</sup> round for 7 days in a slum :**

CRP team imparts ALF EC&OB memberstrainings2nd phase

- Facilitating ALF registration process
- Positioning of ALF RP towards support mechanism and training them
- Enable ALFs to maintain the Books of A/cs and have the meeting with proper agenda and reporting system to next tier of CBO ,i.e, City level federation.

The gap period after completion of 4<sup>th</sup>round is one and half month during which ULB has to monitor the follow up action

**V. 5<sup>th</sup> round City level federation formation – 10 days by 2 resource persons:**

1. After forming ALFs in at least more than 70% of the Slums in the concerned town, than to initiate the form a Town level federation.
2. CLF formation shall be completed in 4 to 5 Steps.
3. In the first Step all office bearers of ALFs shall be called to Town level, explain the need for TLF and take their consent.
4. The second Step - conduct the general body meeting with all SLFs (all members of SHGs) and explain the need and services of TLF.
5. TLF will be promoted in the third and fourth Step. 3-5 office bearers will be elected by the executive committee of TLF. All the Office bearers of SLFs shall form the General Body of the Town Federation and elect one or two representatives preferably from the poorest of the poor & poor, SC/STs, disabled persons to Town level executive committee. Similar to SLF, TLF shall also constitute functional committees from the executive committee based on its activities and requirements and conducts executive committee meetings at least once in a month.

The gap period after completion of 5<sup>th</sup> round is one and half month during which ULB has to monitor the follow up action

### **Follow up action by the ULB:**

Continuous monitoring, TLF meetings attendance, Book keeping systems etc., savings promotion from SLF to TLF

### **6<sup>th</sup> round by the 2 resource persons for 10 days:**

- CLF EC&OB member trainings ( 2 phases) including exposure visit
- Support mechanism for monitoring of SLFs in TLF .ToT training to local CRPs
- SHG Member level trgs. 3rd phase

The gap period after completion of 6<sup>th</sup> round is one and half month during which ULB has to monitor the follow up action

### **Follow up action by the ULB:**

Continuous monitoring, Capacity building programmes through CRPs and others

Two resource persons will accompany 5 teams for all the four rounds. They conduct training programme to staff of ULB and others regarding CRP strategy.

State level anchor person would visit 15 days i.e., 2 – 3 days for each round for 6 rounds and meet senior functionaries and necessary guidance to the resource persons and CRP teams

### **Abstract of the proposal :**

Cost of one team to form, train 20 SHGs and 1 Area level federation	: Rs. 1,68,000/-
Cost of 30 teams – covering 25 ALFs and 600 SHGs in one ULB	: Rs. 51,00,000/-
Cost of formation of city level federation	:Rs. 60,000/-
Cost of support mechanism providing 2 resource persons with 5 teams and 2 state resource persons	:Rs 8,67,000/-

Rs59,67,000/- per ULB

**Cost per SHG**

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**:Rs 9945/-**

CRP strategy cost varies from ULB to ULB based on the no.of poor households and potential for SHG formation.

# ANNEXURE-1

Budget details & Activity plan for covering one district with 8 ULBs :

Abstract of the work plan for covering one ULB – forming 600 SHGs, 25 ALFs and one City level federation.

Details	No.of days	No.of persons	Output in the slum/ULB	Cost per team	Cost for formation of 600 SHGs , 25 ALFs and one city level federation.
1st round	15	3+1	20 SHGs	168000	5040000
2nd round	9	3+1	train the SHG Book keepers		
3rd round	9	3+1	formation of ALF with 20 SHGs		
4th round	7	3+1	ALF strengthening-SLF RP trainings, Book keeping, EC&OB members trgs.		
	40				
5th round	10	2	CLF formation & EC OB member's trgs	60000	60000
6th round	10	2	ToT CRPs trainings and other trainings		
	20				5100000
	60 days				
Support systems provided from state/resource persons for all rounds					867000
					5967000
Cost per SHG = 5967000/600= Rs 9945/-					

## ANNEXURE-2

Activity Plan in one ULB:

<b>PACKAGE of SERVICES that MEPMA CAN OFFER TO OTHER STATES TOWARDS SOCIAL MOBILISATION ACTIVITIES 8-12 months</b>						
<b>Sl No</b>	<b>Activity</b>	<b>Unit cost</b>	<b>No.of persons</b>	<b>No.of days</b>	<b>No.of rounds</b>	<b>Total Cost</b>
<b>I</b>	Cost of deployment on one CRP team consisting of 3 members ( 2 for mobilization and facilitation and one Book keeper for documentation ) and one from local place for 6 rounds towards SHG ,ALF and CLF formation & Strengthening. covering 6 ULBs with 25-30 slums in each city with 5 teams per ULB and one person for each team to be supported from ULB					
1	Resource fee to 3 senior CRPs	800	3	40		96,000
2	Food charges	150	3	40		18,000
3	Travel charges from ULB to the allotted slums/clusters ( Lumpsum)	2000	3		4	24,000
4	Local travel charges or incidental expenditure @ Rs 35/- per day *60 days = Rs 2100 per member	2100	3		4	25,200
5	Miscellaneous including stationery & service charges to the nodal TLF	400	3		4	4,800
	<b>Cost off one team covering one slum/cluster with 20 SHGs and one ALF</b>					<b>168,000</b>
	Cost for deploying 30 teams in 1 ULB for formation & strengthening of SHGs, ALFs - with 600 SHGs and 25 ALFs in a phased manner	168000	30			5,040,000
6	CLF formation & strengthening (2 Resource Persons)	1500	2	20		60,000
						<b>5,100,000</b>
<b>II</b>	<b>Sensitive support mechanism to CBOs @ 2 per round in ULB :</b>					

	Resource fee to the State resource persons @ eight per ULB (2 per round for 4 rounds)	1500	8	40		480,000
	Fixed local travel allowance (petrol charges and Vehicle maintenance)	2500	8		4	80,000
	Food charges	150	8	40		48,000
	Actual travel allowance from ULB to allotted cluster	2000	8		4	64,000
						<b>672,000</b>
<b>III</b>	<b>State level anchor persons support (Team Leader)</b>					
	Resource fee @ 3000/- per day per person Review, deployment, trainings and overall monitoring of the programme : 15 days	3000	1	15		45,000
	Travel facility through flight @ 15000*6	15000	1	6		90,000
	Miscellaneous Accommodation & food	2500	1	15		37,500
	Vehicle hiring charges	1500	1	15		22,500
						<b>195,000</b>
	One CLFs with 25 ALFs in each covering 600 SHGs					<b>5,967,000</b>

NOTE:- Training Modules and SHG, ALF, CLF modules will be Communicated to other states after MOU agreement and the budget allocated in IEC component under DAY/NULM.

### ANNEXURE-3

Sl No	Details	Quantum of work	No. of days	Timeline	Remarks	Role of ULB in the gap period
1	CRP strategy for formation of SHGs	20 SHGs	15	1 <sup>st</sup> round	Dec 1 <sup>st</sup> and 2 <sup>nd</sup> week	1. Handover the available data of population & households - slum wise while preparing action plan.  2. Ready with the Book sets to be supplied to SHGs.  3. Complete the process of Accounts opening of SHGs in Banks .  4. Attend for their meetings and observe the group dynamics and record the gaps ..  5. Savings facilitation .
2	Member trainings 1 <sup>st</sup> phase on group dynamics ( @ 50 members in a batch for 4-6 hours	200 Nos				
3	Member trainings 2 <sup>nd</sup> phase ( refresher trgs)	200 Nos	2	2 <sup>nd</sup> round	Feb 3rd and 4th week	1. Monitor the SHG meetings regularly  2. Update the Books of Accounts,  3. Town level Bankers meeting for facilitating Bank linkages.  4. Prepare SHGs with documentation for Bank linkages .  5. Masanivedika reporting system.
4	Book keeping trainings ( @ 20 members ( one per SHG) in a batch for 2 days = 250*2*2 in 2 phases	20 Nos	5			
5	SHGs are facilitated to avail Bank linkages 1 <sup>st</sup> dose as entry point	20	1			
6	Other issues if any	20	1			
7	ALF Formation	1	7	3 <sup>rd</sup> round	April'1st week	1. Complete the Account opening of ALF  2. Attend for SLF meetings.  3. Promote savings from SHGs to SLFs  4. supply the Books of A/cs to SLFs.
8	ALF EC & OB members trgs 1 <sup>st</sup> phase	40 EC & OB members in one SLF	2			
9	ALF EC & OB members trgs 2 <sup>nd</sup> phase	40 EC members in one SLF	2	4 <sup>th</sup> round	May 3rd week	1. Issue guidelines for registration process of SLFs .  2. Awareness programmes on MACs Act to SLF EC Members.

10	facilitating ALF registration process	1	1			3. Attend regularly for SLF meetings on fixed dates and times .
11	Positioning of ALF RP towards support mechanism and training them	1	4			4. SLF Masanivedika . 5. Mobilizing the membership fees and share capital from SHGs.
			40 days			
12	CLF formation with 20 ALFs in one ULB or resource block	1TLF with 30 SLFs and 600 SHGs	10 days	5 <sup>th</sup> round	April'1 <sup>st</sup> week	Continuous monitoring, TLF meetings attendance, Book keeping ;systems etc.,, savings promotion from SLF to TLF
13	CLF EC&OB member trainings ( 2 phases) including exposure visit	30 Nos in one TLF				
14	Support mechanism for monitoring of SLFs in TLF . ToT training to local CRPs	30 Nos	6 days	6 <sup>th</sup> round	May'last week	Continuous monitoring, Capacity building programmes through CRPs and others
15	SHG Member level trgs. 3 <sup>rd</sup> phase	600	4			
			20 days			
16	SHG Members training in Health and other aspects	200 Nos				Other state through their own support mechanism – duly utilizing the developed social capital
17	SHG Book keeping trgs, 3 <sup>rd</sup> phase	20 Nos				
18	Preparation of modules in local language	400 SHGs				
19	Other miscellaneous	400 SHGs				
20	Support mechanism through CD staff	3 Nos				
21	Project Resource Person	1 No				
	<b>Period varies from 8-12 months based on the follow up action taken by the ULBs in gap period as mentioned above.</b>					
	<b>Deployment of CRPs as per the requirement of ULBs in other states @ 5 teams for each to 6 ULBs and @ 30 teams per ULB .</b>					

**PROPOSAL**

*for*

**EMPANELMENT AS A RESOURCE ORGANISATION (RO)**

**FOR IMPLEMENTING**

**SOCIAL MOBILISATION AND INSTITUTION DEVELOPMENT [SM&ID]**

*under*

**NATIONAL URBAN LIVELIHOODS MISSION (NULM)**

*Submitted by*

**PARTICIPATORY RESEARCH AND ACTION NETWORK [PRAN]**

30/1, Pranabananda Road, Garia, Kolkata 700084

Email:pran.org@gmail.com

*Submitted to*

**WEST BENGAL STATE URBAN LIVELIHOODS MISSION  
ILGUS BHAWAN, HC BLOCK, SECTOR – III, BIDHANNAGAR,  
KOLKATA 700106**



*SM&ID (SM&ID)  
Pl. nabeen  
C. nabeen*

*JBCSD  
27/5/16*



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& Developmental Organisation

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**ENCLOSURES**

1. Covering Letter: Mission Director  
West Bengal State Urban Livelihoods Mission  
ILGUS BHAWAN, HC Block,  
Sector – III, Bidhan Nagar,  
Kolkata-700106
2. Proposal
3. Registration Certificate with Annual Return [Annex-A]
4. FCRA- Ministry of Home Affairs [Annex-B]
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6. Objective & Activities (Annual Report) [Annex-D]
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Ref. No. PRAN/RO/ 77 /2016-17

To

✓ The Mission Director  
West Bengal State Urban Livelihoods Mission,  
ILGUS Bhawan, HC Block,  
Sector – III, Bidhan Nagar  
Kolkata – 700106

Sub: **Empanelment as Resource Organisation (RO)**

Respected Sir,

We, the undersigned, wish to be empanelled as Resource Organisations (ROs) to West Bengal State Urban Livelihoods Mission (WBSULM) in accordance with NULM guideline. We are hereby submitting our Proposal.

**We hereby declare that:**

- All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by WBSULM.
- We have no conflict of interest.
- We meet the eligibility requirements.
- We undertake to observe the laws against fraud and corruption, including bribery as per WBSULM.
- Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- We give an undertaking and agree to abide by all the provisions of best practices i.e., adhering to guidelines for preventing prohibited activities. In case of breach, you will be free to cancel our empanelment.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the assigned work as per time schedule specified by particular ULB.

We understand that WBSULM can reject our proposal without giving any reason, whatsoever.


We remain,

Dated: 27<sup>th</sup> May, 2016

Encl: Project Proposal



Yours sincerely,

  
(Prabir Ray)  
Hony. Director

### **About the Organisation**

Participatory Research And Action Network (PRAN) is a national level social development organisation has been working various field of social activities like Income Generation amongst women through Self Help Group (SHG), Children education through Residential School for Deprived Children, Health Awareness Campaign, Capacity Building & Training, Environment Campaign since 1999. A model Shelter for Urban Homeless project started in Park Circus - Tiljala area since 2005 which was finally attached with the Controller of Vagrancy, Department of Women and Child Development, Government of West Bengal in 2014. Conducted number of monitoring & evaluation programme in various Government funded project to assess pre-appraisal, mid-term and final evaluation of NGO on behalf of CAPART under the aegis of Ministry of Rural Development, Govt of India.

PRAN has been facilitating to form Self-Help-Group (SHG) in the rural areas of Sundarban region. At present there are 105 SHGs in Gosaba and Basanti Block of South 24 Parganas, West Bengal and have opened Bank Account. All 105 SHGs not only functioning but at the same time all women members are involved in livelihood programme, SHRAMDAN (Preparing rural connecting road), Thrift and Credit, social forestry, advocacy etc for empowerment of women folk.

We have sufficient experience in providing support to form Self-Help-Group in urban and rural areas and to be facilitated their linkage to revolve funds and bank credit for income- generating activities to the urban poor families in different ULBs of West Bengal under 'Social Mobilization and Institutional Development (SM&ID)' under National Urban Livelihoods Mission (NULM).



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**List of Abbreviations used in the EOI**

<b>Terms</b>	<b>Description</b>
<b>ALF</b>	Area Level Federation
<b>CLF</b>	City Level Federation
<b>CPO</b>	City Project Officer
<b>CO</b>	Community Organiser
<b>CMMU</b>	City Mission Management Unit
<b>SM&amp;ID</b>	Social Mobilisation and Institution Development
<b>FY</b>	Financial Year
<b>GoWB</b>	Government of West Bengal
<b>Gol</b>	Government of India
<b>LOA</b>	Letter of Authority
<b>Lol</b>	Letter of Intent
<b>MIS</b>	Management Information System
<b>MoA</b>	Memorandum of Agreement
<b>MoU</b>	Memorandum of Understanding
<b>MMUs</b>	Mission Management Units
<b>MoHUPA</b>	Ministry of Housing & Urban Poverty Alleviation
<b>NGOs</b>	Non-Governmental Organisations
<b>NMMU</b>	National Mission Management Unit
<b>NRLM</b>	National Rural Livelihoods Mission
<b>NULM</b>	National Urban Livelihoods Mission
<b>PRAN</b>	Participatory Research And Action Network
<b>P&amp;L</b>	Profit and Loss
<b>RO</b>	Resource Organisation
<b>SHGs</b>	Self-Help Groups
<b>SMMU</b>	State Mission Management Unit
<b>SM&amp;ID</b>	Social Mobilisation and Institution Development
<b>ULB</b>	Urban Local Body
<b>WBSULM</b>	West Bengal State Urban Livelihoods Mission



## 1. INTRODUCTION

Participatory Research And Action Network as "PRAN" is a non-profit making, self-governed and legatee social development Organisation, established with view to conduct activities related to social development. It aims to develop a self-reliant society in the matters of human, financial and physical resources. Achievement of such aim is possible through implementation of various community development programs that aim to assist national development, utilising local human resources and financial and physical expertise to address problems of disadvantaged, destitute and women in the local level.

We have sufficient experience in providing support to form Self-Help-Group in urban and rural areas and facilitated their linkage to revolve funds and bank credit for income- generating activities to the urban poor families in different ULBs of West Bengal.

PRAN is ready to render services for mobilizing urban poor into three tired structure with Self-Help Group (SHG) at the grass-root level, Area Level Federations (ALF) at the slum /ward level and City Level Federations (CLF) at the city level for reducing poverty and vulnerability of the urban poor. Our main responsibility as RO is to facilitate the formation of SHGs, their development, bank linkages, their federation at the area and city levels, training and capacity building, establishing links to ULBs and to mitigate social, occupational and residential vulnerabilities.

## 2. SCOPE OF WORK

Our main work are: social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolve funds and bank credit for income- generating activities. This will be two parts: (a) building administrative structures, and (b) building community structures. Building community structures revolves around social mobilization, formation of self-help groups, providing livelihood skills, and enabling access to capital grants and bank credit. Target groups will be urban poor households and occupationally vulnerable, like rag pickers and street vendors.



### A. Objective

As PRAN has expertise and experience in the field of community mobilization, community institution development, we will be rendered our expertise and experience in the field of SM&ID sector under NULM and this will also lead to cross learning among groups as well as in the larger society. Broad areas of work are:

- i. **Identification of Affinity Groups:** Our first task is to identify Target Women through 'URBAN POOR MAPPING' and to build-up relationships, trust and encourage individuals to form SHGs. The membership should be preferably through participatory approach and self-selection.
- ii. **Capacity Building:** Once the SHG is formed, we will train all members of the SHG (not just the leaders/representatives) in: (a) The basic concepts of functioning of a SHG like how to conduct meeting; basics of savings, lending money, repayment habits; responsibilities of group members, (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self-assessment, etc.; and (d) accessing government benefits under NULM and other programs.
- iii. **Handholding support:** Once the groups are formed, our experts will attend SHGs group meetings on a regular basis. We will also invite bankers, government officials from various departments, and members from established SHGs (for cross-learning) to interact and share of experience with the SHGs. We will also assist the Community Organizer in the evaluation of the performance of SHGs being supported by it. Within a month of formation of the SHG, all groups which do not have bank-accounts will help to open SHG bank accounts and side by side we will facilitate to arrange Bank credit for SHG from banks. Groups would be encouraged to access credit from other formal sources as well.
- iv. **Support between 15-24 months:** In this period, we will gradually withdraw active support from successful SHGs. At this stage the level of monitoring will increase and at the end of the 24 months of support, a critical evaluation of the supported SHGs in collaboration with the Community Organizer would be undertaken to determine whether the SHG is stable.



- v. **Federating SHG into ALFs/CLFs:** We make ensure that SHGs are to be federated into ALFs as described in NULM guideline. and work closely with ALFs and CLFs to build their capacity to take the handholding function after PRAN fully withdrawn support.
- vi. **Training of ALF/CLF Members:** We will train all members of the ALF/CLF as per guideline of NULM.
- vii. **At least 70% members must be Poor:** We will ensure that at least 70% of members in every SHG are urban poor.
- viii. **General:** We will also facilitate other entitlements i.e. UID enrolment, opening of basic savings accounts and credit counseling of SHG members.

**B. Our Additional Tasks/Responsibilities:**

- i. To share and learn from the experiences of the other teams.
- ii. To facilitate the visits of other officials and non officials for learning, monitoring and evaluation.
- iii. We will keep proper records of transactions, so that it is possible to trace them.
- iv. We will carry out the tasks assigned by the Mission Director of WBSULM from time to time.
- v. We will attend (with complete information and progress report) periodic meetings called by the WBSULM/District Coordination Committee from time to time.
- vi. We will ensure our transparency and clearly spell out to the community that NULM is a Government funded mission being implemented by the State Urban Livelihoods Mission (WBSULM) and we are merely working as a facilitation agency and shall be subject to Right to Information Act (RTI).
- vii. We will report to respective ULBs for their day-to-day functioning.



**C. Expected outcomes of the engagement of PRAN**

- i. Every target household (urban poor and occupationally vulnerable groups like rag pickers, street vendors) would be covered to achieve universal coverage.
- ii. One member from each identified urban poor household, preferably a woman to be a member of an SHG.
- iii. At least 70% of the members of SHGs would be urban poor.
- iv. PRAN to train all SHGs to build their capacity on issues such as: (a) the SHG concept (including savings), how to conduct meetings, responsibilities of group members, etc; (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self- assessment; and (d) accessing government benefits under NULM, and other social programs of the central, state and local governments.
- v. All SHGs to have a bank account for deposit of savings;
- vi. All new SHGs to access revolving fund under NULM.
- vii. All SHGs to access bank credit;
- viii. SHGs will be federated at the area-level and 15 ALFs are to be formed into CLF in the City level.
- ix. All ALFs/CLFs to be registered as a Society;
- x. All new ALFs formed would be access revolving fund support under NULM.

**D. Mobilisation:**

PRAN will facilitate to mobilise urban poor for social mobilization and institution building through proper counseling and duly motivating them. We will explain the importance of social mobilization and institution building along with necessary information regarding advantages of group formation; such as handholding support for bank linkage and bank credit etc.



**E. Handholding support:**

PRAN will provide handhold support to the SHG (each) for the period between 15 and 24 months.

**F. MIS and Reporting**

- i. The PRAN will provide regular progress reports on an agreed format and periodicity with WBSULM.
- ii. We will maintain online management information system (MIS) for a systematic recording and management of the information regarding formation of SHG, training, bank linkage etc.

**PRAN** will not any charge from urban poor/beneficiaries for mobilisation, group formation, bank linkages, capacity building training etc under this scheme. We have undertaken that we cannot subcontract/appoint franchisee for training under any circumstances.

3. **Fees & Payment:** Our Fee including SHG formation, training of members, bank linkage, formation of federation at the area and city levels and access to benefits under NULM including revolving fund, in the following manner (Per SHG on quarterly basis) :

S.No.	Particulars	Percentage
I	Community Mobilisation	10% of amount payable
II	Formation of SHG	15% of amount payable
III	Capacity building training to members	15% of amount payable
IV	Inclusion of SHG into federations and registration of federations	15% of amount payable
V	Bank linkage	20% of amount payable
VI	Access to revolving fund	10% of amount payable
VII	Handholding of SHG members (to be released after 15 months from the date of formation)	15% of amount payable
<b>TOTAL</b>		<b>100%</b>



4. **DURATION OF EMPANELMENT:** Need empanelment as RO atleast for a period of three years.

5. **QUALIFICATION:**

PRAN has met the following qualifications for empanelment as Resource Organisation (RO):

a. **General:**

- PRAN has a single entity.
- "PRAN" is non-profit making, self-governed and legatee social development Organisation, registered under West Bengal Societies Registration Act of XXVI of 1961.
- PRAN has a non-political and secular in nature Organisation.

b. **Technical:**

- PRAN has registered on 05.05.1999 (Photocopy enclosed in Annexure – A).
- We have been working in the field of social service sector since 1999.
- PRAN or our staff not blacklisted by Govt. / Govt. bodies in the past.
- We have been playing significant experience in managing community driven programs and developing successful implementation strategies in social mobilization, SHG formation, SHG Federation, Capacity building, livelihood promotion and institution building in urban and rural areas.
- PRAN has successfully promoted the formation 105 SHGs.

c. **Financial:**

- Average annual turnover of PRAN is Rs 52,22,214/- (Rupees Fifty two lacs twenty two thousand two hundred fourteen only) during the last three years (FY2012-13, FY2013-14 and FY 2014-15) as mentioned in Annexure – H.
- We have positive net worth as on 31.03.2015.



**6. Documents:**

- i. Name: **Participatory Research And Action Network (PRAN)**
- ii. Address: **30/1, Pranabananda Road, Garia, Kolkata – 700150**
- iii. Legal Status:
  - a. Registered under West Bengal Societies Registration Act of XXVI of 1961, Registration No. **S/94224**, dated – 05.05.1999. (Copy of registration please see Annexure – A)
  - b. Registered under Ministry of Home Affairs: **147121011** dated 11.06.2014 (Copy of registration please see Annexure – B)
  - c. PAN under Income Tax Department: No. **AAAAP4249F** (Copy of PAN please see Annexure – C)
- iv. Objective and Activities of the Organisation: Please see Annexure – D
- v. Work Experience: Please see Annexure – E
- vi. Eligibility Criteria: Please see Annexure – F
- vii. Staff Strength: Please see Annexure – G
- viii. Financial Statement & Annual Turnover: Please see Annexure – H
- ix. Legal Constitution & Number of years of existence: Please see Annexure – A, B, I
- x. Details of Organisation: Please see Annexure – J
- xi. Eligibility related information: Please see Annexure – K
- xii. Statement of Indictment: Please see Annexure – L



# Annexure - A

West Bengal Form No. 264.



রেজিস্ট্রেশনের পর প্রতি বছর দেও  
বী লহ (নগদে) বিটান' লহ  
দেওয়া আইনকা বাধ্যতামূলক  
Registration granted in  
anticipation of the  
information/facts stated  
in the document being  
correct and true.

## Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

No. 5/94224 of 1978 - 18 99 - 2000

I hereby certify that Participatory Research-  
And Action Network.

has this day been registered under the West Bengal Societies  
Registration Act, 1961.

Given under my hand at Calcutta  
this fifth day of May

One thousand four hundred and ninety nine



ACJP-A 290-1992-93-33,770

Amarendra Kumar  
Registrar of Firms, Societies &  
Non-Trading Corporations,  
West Bengal.



West .

Book No. ....of 20

Page **76285**

**DUPLICATE CARBON RECEIPT BOOK**

[ See Rule 277 (ii), (vi) and (xi) of the Bengal  
Practice and Procedure Manual ]

Cheque Receipt No. 17122

Date —

(তারিখ) —

From whom received —

(কাহার নিকট প্রাপ্ত) —

On whose account —

(কাহার বাবৎ)

On what account —

(কি জমা)

Rs.

P.

Total :

(To be entered in words)

Signature of Receiving Officer

N.B.— The public are warned that only printed and numbered  
receipts from the Official Receipt Book will be valid.

বিশেষ দ্রষ্টব্য — জনসাধারণকে সতর্ক করিয়া দেওয়া যাইতেছে যে কেবলমাত্র সরকারী মুদ্রিত  
রসিদ বহি হইতে ক্রমিক নম্বরযুক্ত প্রদত্ত রসিদই গ্রাহ্য হইবে।

W.B.C.P.-Alipore-11/12-44X-4 Lacs.

RECEIVED  
Subject to the document  
being in order. Please  
enquire after 48 days.  
Not available in A & C

for Registrar of Firms, Sessions &  
Co-Operating Corps West Bengal  
4-43, India Exchange Place Cal-  
cutta, 10th Floor, Bhat



# Annexure - B

N0.II/21022/74(0198)/2013-FCRA-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*\*\*

NDCC-II Building,  
First Floor(FCRA Wing),  
Opposite to Jantar Mantar,  
Jai Singh Road,  
New Delhi-110001  
Dated :11/06/2014

To

✓ The Chief Functionary,  
**PARTICIPATORY RESEARCH AND ACTION NETWORK**  
**301 PRANABANANDA ROAD**  
**KOLKATA, Kolkata**  
**West Bengal-700084**

Subject: Registration under Foreign Contribution (Regulation) Act, 2010.

Sir/Madam,

With reference to your application dated 25/11/2013 requesting registration under the Foreign Contribution (Regulation) Act, 2010, I am directed to say that your Association has been registered under Section 11 (1) of the Act as follows:-

Registration Number : **147121011**

Nature : **Social**

2. In terms of section 18 of the Foreign Contribution(Regulation) Act,2010 read with Rules 17 of the Foreign Contribution (Regulation) Rules, 2011, You are advised to send intimations within the prescribed time to the Central Government of the amounts of each foreign contribution received by you, the source and the manner in which the foreign contribution was utilised, as per the provisions of the Act and the Rules. An association is required to furnish the return even when the particulars are 'NIL'. The FC-6 form may be submitted on line on this Ministry's website [http://mha.nic.in/feraweb/fc\\_online.htm](http://mha.nic.in/feraweb/fc_online.htm) using the user name (**prabir007**) used for online submission. The Bank Account mentioned in your application should be used for receiving foreign contribution and no other amount should be credited to this account. The Association should immediately intimate to this Ministry and obtain written confirmation regarding any change in the name of the Association, its address and Bank/Bank Account.
3. The association cannot bring out any publication (registered under PRB Act, 1867) or act as correspondent, columnist, editor, printer or publisher of a registered newspaper or engage in the production or broadcast of audio news or audio visual news or current affairs programmes through electronic mode or any other electronic form or any other mode of mass communication at a later stage thereby attracting provisions of the Section 3(1) (g) and (h) of the FC(R) Act, 2010. In addition to this, the association is forbidden from getting involved in any activity of political nature.
4. You are requested to note the provisions of Section 7 of FC(R) Act, 2010 and Rule 24 of FC(R) Rules, 2011 and ensure that before any funds are passed on to any person/association in India that the recipient is (i) eligible to accept foreign contribution



under the Act, i.e., recipient association is registered under the Act, or has obtained Prior Permission of the Government under Section 11 of the Act, and (ii) the person/association is not prohibited under the Act.

5. You are requested to familiarize yourself with the provisions of Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011, available at this Ministry's website 'mha.nic.in' to ensure strict compliance of the Act/Rules. Failure to comply with any of the provisions of said Act/Rules will make you liable for action under the relevant provisions of the Foreign Contribution (Regulation) Act, 2010.

6. This certificate of Registration is valid for a period of five years from the date of registration under the Act.

Yours faithfully

(GOPAL JHA)

Under Secretary to the Govt. of India

Tel. No. 23438042

(Please visit our website at <http://mha.nic.in>)

N0.II/21022/74(0198)/2013-FCRA-II

Copy to:

**The Manager**

**State Bank of India**

**Fortabad Branch Garia Station Road, Kolkata, Kolkata(dist)  
West Bengal**

With the request to confirm that SB/CA Account no. 10723720398 has been opened by the above association exclusively for receiving foreign contribution. In terms of the Foreign Contribution (Regulation) Act, 2010 read with Rule 16 of the Foreign Contribution (Regulation) Rules, 2011, the Bank is also requested to send intimations regarding inward remittances received by the association, in the manner prescribed therein, as also annual report regarding receipt of foreign contribution by the association to this Ministry.

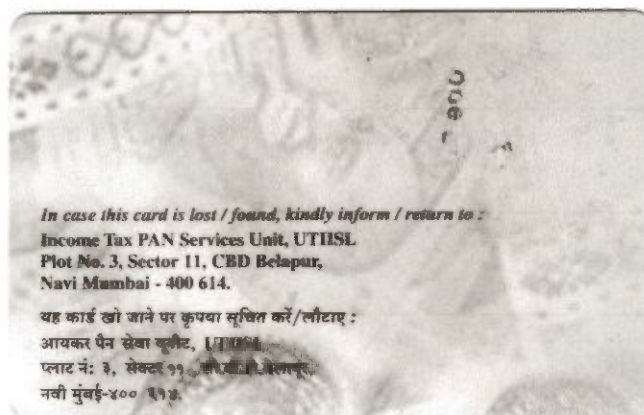


sd/-  
(GOPAL JHA)

Under Secretary to the Govt. of India

Tel. No. 23438042

## Annexure - C



# Annexure - D

# ANNUAL REPORT

2014 – 2015

Participatory Research And Action Network [PRAN]

30/1, Pranabananda Road, Garia  
Kolkata 700084, West Bengal, India  
E.mail: [pran.kolkata@rediffmail.com](mailto:pran.kolkata@rediffmail.com)/ [pran.org@gmail.com](mailto:pran.org@gmail.com)



*The minutes of the Annual General meeting held at Office premises at 30/1, Pranabananda Road, Garia, Kolkata 700084 on 7<sup>th</sup> July 2015*

## **Participatory Research And Action Network Annual Report for April 2014 to March 2015**

- 1. Type:** Non-governmental, Research and Developmental Organisation.
- 2. Location of Project:** Kolkata, South 24 Parganas, North 24 Parganas, Howrah and East Midnapur of West Bengal, India.
- 3. Background of PRAN:** It was 1998-99 Garia and its neighbouring areas [mainly in slums] sunk deep into the darkness of illiteracy and ignorance, poverty and exploitation, deprivation, superstition. At that time a group of Master of Social Work students was visited that area and dreamt of better slum life free from all social and urban problems. By their progressive thoughts the professional youth united themselves and come forward to form Participatory Research And Action Network [PRAN], was registered in 1999.
- 4. Objectives:** Participatory Research And Action Network as "PRAN" is non-profit making, self-governed and legatee social development organisation, established with view to conduct activities related to social development. It aims to develop a self-reliant society in the matters of human, financial and physical resources. Achievement of such aim is possible through implementation of various community development programs that aim to assist national development, utilising local human resources and financial and physical expertise to address problems of disadvantaged, destitute and women in the local level.
- 5. Vision:** *Establishment of a self-reliant society in terms of human, financial, and Physical resources.*
- 6. Mission:** In order to develop a community and carry progress and prosperity to a Society, it is essential to comprehend that we can't do that without developing individual's abilities and create equal opportunities for them.

**START** aims to develop the Individual's capacity to be involved in the process of developing the society; in addition to increasing the community's ability to adapt and accept cultural and social progress. START seeks to support the attainment of a contemporary society through the organization's projects and activities, which focuses on the most vulnerable sectors of society that includes women, children and youth.



START undertakes its activities in order to establish a community that functions upon the principles of democracy, human rights and the sovereignty of law.

**START** invests its efforts in areas of empowerment, awareness campaigns and monitoring in both urban and rural areas. START commits itself to the social rights and stands against any discriminative behavior on the basis of race, gender, religion, social status or ethnicity.

**START** works with the following groups of people

- Youth
- Women
- Children

**START** Provides the following:

- *Awareness Campaign*
- *Education*
- *Vocational Training*
- *Health Camp*
- *SHG*
- *Shelter for homeless*
- *Residential School for deprived Children*
- *Environmental Camp*
- *Legal Literacy for adolescent girls*

**7. Goal:** Following are the fundamental goals of the organisation:

- Community empowerment, improvement in life standard and bring gradual social change by facilitating for income generation, sensitisation and formation of rural community, especially of women and destitute.
- Inspire the community for humane, financial and physical independence and self-reliance by providing complementary support for initiatives that are begun in local level by increasing the capacity of community to identify and mobilise the local resources (human, financial and physical).
- Carry out the functions by making the organisation self-reliant in terms of resources emphasising on the motto "social service is an alternate profession" to develop skilled human resources and professional members towards social service and organisation, by conducting various entrepreneurship and programmes and identifying viable resources for sustainable development of the organisation.

**8. Project Activities and Description:**

**Residential School for Deprived Children:** The objective of the project is to proper rehabilitation and to (a) proper shelter for 24 hours to the deprived children, age group between 9 and 14 years, (b) proper education ( class between V and class X) for mainstreaming, admit into the formal school, (c) special attention in extra curriculum activities like cultural activities including song, dance, drawing, craft work etc. We have been running 2 Residential Schools: (1) Kailash Vidyamandir - for 105 boys and (2)



The Park Institution For Girls - for 101 girls. This was sanctioned by the Sarva Shiksha Mission, Kolkata.

**Legal Literacy for adolescent girls:** The objective of the camp are: (a) to educate adolescent girls about their rights and duty of the society, (b) to aware regarding law specially women, (c) to aware regarding reporting system or complaint (FIR) lodge to a Police Station [mainly when they became victims and or shows any oppression in front of her], and (d) to train how to united women folk for any development or issues. We have already covered 4525 adolescent girls who are studying in schools, colleges and university.

**Health awareness camp:** It is main responsibility to disseminate health information to the masses. We have already 224 health awareness camps in different district of West Bengal. The main objective of the camp is to prevent any disease and living without any diseases. We have also imparting training regarding first-aid and provide knowledge regarding primary health that people can send immediately to the doctors for early diagnosis and proper treatment and also proper guide.

**Environmental camp:** The objective of the camp is to reduce pollution and check pollution, noise and all type of hazards. During the camp we are trying to demonstrate the effect of pollution. Local councilors, social workers, school teachers also invited to strengthening the camp. We have also engaged students for better practices and motivated them to avoid bad practices.

**Violence against women programme:** The main objective of the programme is to empower them about their rights and duty of the society. Women of the society have oppressed by her family, husband, son, daughter, father-in-laws, mother-in-laws and neighbours.

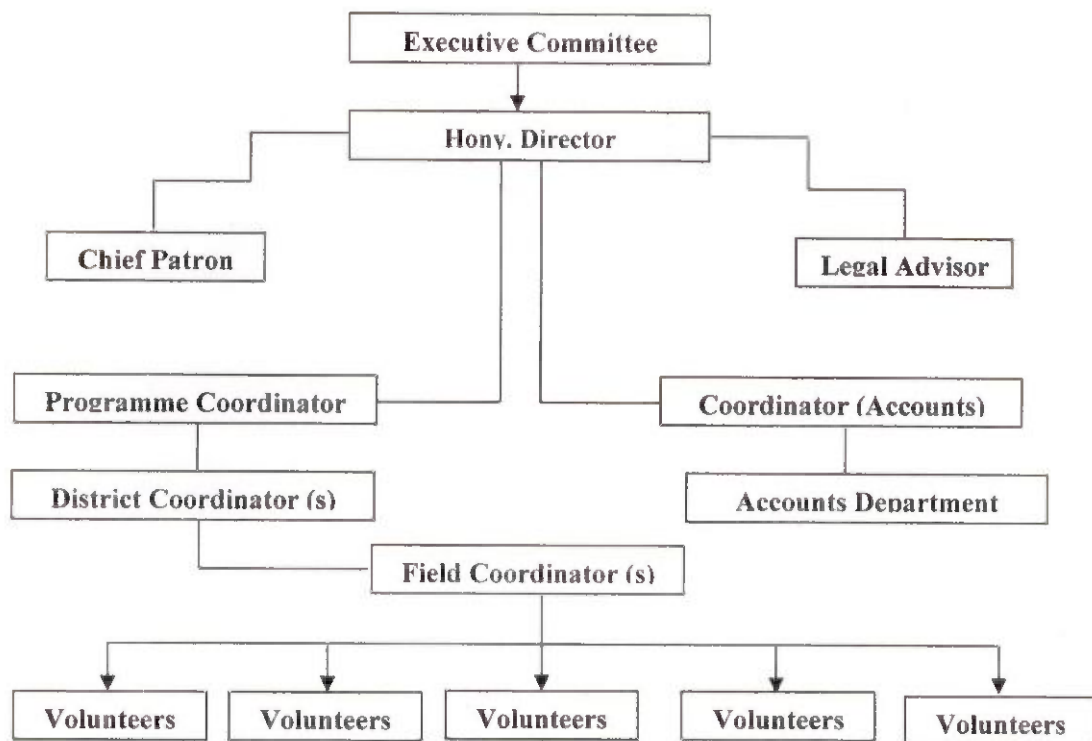
**Self-Help-Group (SHG):** The objective of the SHG is to empower women through economic support. They also formed a user group for maintenance of community assets.

**Shelter for Homeless:** We have running a shelter for the homeless people since 2005, at present it has been running under Controller of Vagreny, Department of Women & Child Development and Social Welfare, Govt. of West Bengal at Picnic Garden. The objective of the shelter is to provide night shelter that are working in the city of Kolkata and have no alternative shelter in Kolkata.



**Community Mobilisation:** Our main intend is to mobilize the community through stakeholder consultation process. We have frequently conducting FGD (Focus Group Discussion) to know the problem of the society and ranking the problem as per need of the society. FGD also help to participate the slums / rural folk dwellers and take decision for the benefit of the family as well as the society. Community mobilization process is also help to build-up rapport with the common people that people can understand of the organisation and its activities.

#### 9. Structure of the organisation:



#### 10. Future plan of action

We have decided that all the programme will be time based and action oriented. We have also considered the following activities:

- Residential School for Deprived Urban Children
- Legal Literacy for adolescent girls
- Health awareness camp
- Violence against women programme
- Environmental Camp
- Skill development training for women folk.



- Income Generation Programme
- Exchange programme.
- Community Mobilisation Programme
- Shelter for homeless
- Advocacy
- External Monitoring

#### 11. Auditor's

It was decided that the present Chartered Accountant would take over organizations audit for the year 2015-2016.

#### 12. Acknowledgement:

1. Controller of Vagrancy, Department of Women & Child Development and Social Welfare, Govt. of West Bengal
2. Sarva Shiksha Mission, Kolkata
3. UNICEF
4. Kailash Vidyamandir, Chetla
5. The park Institution for Girls, Desh Bandhu Park, Shyambazar
6. CINI-ASHA
7. Bangladesh Rural Reconstruction Association, Dhaka, Bangladesh
8. Sister S.M. Cyril, Loreto House, Kolkata

At the end thanks to the chair.

  
Secretary

President



\*\*\*\*\*



A Non-governmental, Research  
& Developmental Organisation

Registration No. S/94224

# ANNUAL REPORT

2013 – 2014

Participatory Research And Action Network [PRAN]

30/1, Pranabananda Road, Garia  
Kolkata 700084, West Bengal, India

E.mail: [pran.kolkata@rediffmail.com](mailto:pran.kolkata@rediffmail.com) / [pran.org@gmail.com](mailto:pran.org@gmail.com)



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- **SHG**
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- Inspire the community for humane, financial and physical independence and self-reliance by providing complementary support for initiatives that are begun in local level by increasing the capacity of community to identify and mobilise the local resources (human, financial and physical).
- Carry out the functions by making the organisation self-reliant in terms of resources emphasising on the motto "social service is an alternate profession" to develop skilled human resources and professional members towards social service and organisation, by conducting various entrepreneurship and programmes and identifying viable resources for sustainable development of the organisation.

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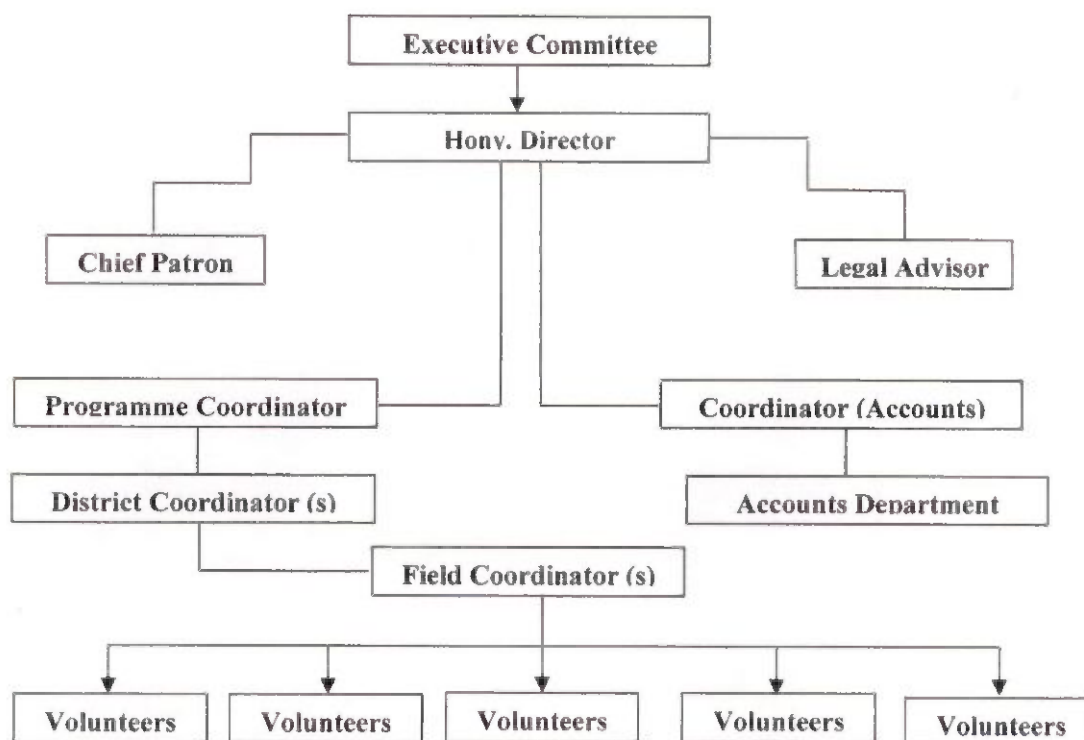
**Self-Help-Group (SHG):** The objective of the SHG is to empower women through economic support. They also formed a user group for maintenance of community assets.

**Shelter for Homeless:** We have running a shelter for the homeless people since 2005, at present it has been running under Controller of Vagreny, Department of Women & Child Development and Social Welfare, Govt. of West Bengal at Picnic Garden. The objective of the shelter is to provide night shelter that are working in the city of Kolkata and have no alternative shelter in Kolkata.



**Community Mobilisation:** Our main intend is to mobilize the community through stakeholder consultation process. We have frequently conducting FGD (Focus Group Discussion) to know the problem of the society and ranking the problem as per need of the society. FGD also help to participate the slums / rural folk dwellers and take decision for the benefit of the family as well as the society. Community mobilization process is also help to build-up rapport with the common people that people can understand of the organisation and its activities.

#### 9. Structure of the organisation:



#### 10. Future plan of action

We have decided that all the programme will be time based and action oriented. We have also considered the following activities:

- Residential School for Deprived Urban Children
- Legal Literacy for adolescent girls
- Health awareness camp
- Violence against women programme
- Environmental Camp
- Skill development training for women folk.



- Income Generation Programme
- Exchange programme.
- Community Mobilisation Programme
- Shelter for homeless
- Advocacy
- External Monitoring

#### 11. Auditor's

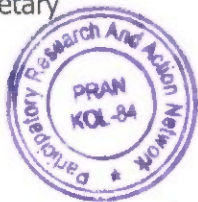
It was decided that the present Chartered Accountant would take over organizations audit for the year 2014-2015.

#### 12. Acknowledgement:

1. Controller of Vagrancy, Department of Women & Child Development and Social Welfare, Govt. of West Bengal
2. Sarva Shiksha Mission, Kolkata
3. UNICEF
4. Kailash Vidyamandir, Chetla
5. The park Institution for Girls, Desh Bandhu Park, Shyambazar
6. CINI-ASHA
7. Bangladesh Rural Reconstruction Association, Dhaka, Bangladesh
8. Sister S.M. Cyril, Loreto House, Kolkata

At the end thanks to the chair.

Secretary



President

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**Participatory Research And Action Network**  
**Annual Report for April 2012 to March 2013**

1. **Type:** Non-governmental, Research and Developmental Organisation.
2. **Location of Project:** Kolkata, South 24 Parganas, North 24 Parganas, Howrah and Midnapur of West Bengal, India.
3. **Background of PRAN:** It was 1998-99 Garia and its neighbouring areas [mainly in slums] sunk deep into the darkness of illiteracy and ignorance, poverty and exploitation, deprivation, superstition. At that time a group of Master of Social Work students was visited that area and dreamt of better slum life free from all social and urban problems. By their progressive thoughts the professional youth united themselves and come forward to form Participatory Research And Action Network [PRAN], was registered in 1999.
4. **Objectives:** Participatory Research And Action Network as "PRAN" is non-profit making, self-governed and legatee social development organisation, established with view to conduct activities related to social development. It aims to develop a self-reliant society in the matters of human, financial and physical resources. Achievement of such aim is possible through implementation of various community development programs that aim to assist national development, utilising local human resources and financial and physical expertise to address problems of disadvantaged, destitute and women in the local level.
5. **Vision:** *Establishment of a self-reliant society in terms of human, financial, and Physical resources.*
6. **Mission:** In order to develop a community and carry progress and prosperity to a Society, it is essential to comprehend that we can't do that without developing individual's abilities and create equal opportunities for them.

**START** aims to develop the Individual's capacity to be involved in the process of developing the society; in addition to increasing the community's ability to adapt and accept cultural and social progress. START seeks to support the attainment of a contemporary society through the organization's projects and activities, which focuses on the most vulnerable sectors of society that includes women, children and youth. START



undertakes its activities in order to establish a community that functions upon the principles of democracy, human rights and the sovereignty of law.

**START** invests its efforts in areas of empowerment, awareness campaigns and monitoring in both urban and rural areas. **START** commits itself to the social rights and stands against any discriminative behavior on the basis of race, gender, religion, social status or ethnicity.

**START** works with the following groups of people

- Youth
- Women
- Children

**START** Provides the following:

- **Awareness Campaign**
- **Education**
- **Vocational Training**
- **Health Camp**
- **SHG**
- **Shelter for homeless**
- **Residential Home for deprived Children**
- **Environmental Camp**
- **Legal Literacy for adolescent girls**

**7. Goal:** Following are the fundamental goals of the organisation:

- Community empowerment, improvement in life standard and bring gradual social change by facilitating for income generation, sensitisation and formation of rural community, especially of women and destitute.
- Inspire the community for humane, financial and physical independence and self-reliance by providing complementary support for initiatives that are begun in local level by increasing the capacity of community to identify and mobilise the local resources (human, financial and physical).
- Carry out the functions by making the organisation self-reliant in terms of resources emphasising on the motto "social service is an alternate profession" to develop skilled human resources and professional members towards social service and organisation, by conducting various entrepreneurship and programmes and identifying viable resources for sustainable development of the organisation.

**8. Project Activities and Description:**

**Residential School for Deprived Children:** The objective of the project is to proper rehabilitation and to (a) proper shelter (Day and Night) to the deprived children, age group between 9 and 14 years, (b) admit into the formal school, (c) special attention in extra curriculum activities like cultural activities including song, dance, drawing, craft work etc. We have been running 2 Residential Schools: (1) Kailash Vidyamandir - for 100



boys and (2) The Park Institution For Girls - for 100 girls. This was sanctioned by the Sarva Shiksha Mission, Kolkata.

**Legal Literacy for adolescent girls:** The objective of the camp are: (a) to educate adolescent girls about their rights and duty of the society, (b) to aware regarding law specially women, (c) to aware regarding reporting system or complaint (FIR) lodge to a Police Station [mainly when they became victims and or shows any oppression in front of her], and (d) to train how to united women folk for any development or issues. We have already covered 1235 adolescent girls who are studying in schools, colleges and university.

**Health awareness camp:** It is main responsibility to disseminate health information to the masses. We have already 117 health awareness camps in different district of West Bengal. The main objective of the camp is to prevent any disease and living without any diseases. We have also imparting training regarding first-aid and provide knowledge regarding primary health that people can send immediately to the doctors for early diagnosis and proper treatment and also proper guide.

**Environmental camp:** The objective of the camp is to reduce pollution and check pollution, noise and all type of hazards. During the camp we are trying to demonstrate the effect of pollution. Local councilors, social workers, school teachers also invited to strengthening the camp. We have also engaged students for better practices and motivated them to avoid bad practices.

**Violence against women programme:** The main objective of the programme is to empower them about their rights and duty of the society. Women of the society have oppressed by her family, husband, son, daughter, father-in-laws, mother-in-laws and neighbours.

**Self-Help-Group (SHG):** The objective of the SHG is to empower women through economic support. They also formed a user group for maintenance of community assets.

**Shelter for Homeless:** we have running a shelter for the homeless people under Department of Women & Child Development and Social Welfare, Govt. of West Bengal at Picnic Garden. The objective of the shelter is to provide night shelter that are working in the city of Kolkata and have no alternative shelter in Kolkata.

**Community Mobilisation:** our main feature is to mobilize the community through stakeholder consultation process. We have frequently conducting FGD (Focus Group Discussion) to know the problem of the society and ranking the problem as per need of

