



Tamil Nadu Corporation for Development of Women
(Rural Development and Panchayat Raj Department)



STATE MISSION MANAGEMENT UNIT

ROLES & RESPONSIBILITES

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A. Institution Building & Capacity Building

I. Additional Director / Additional CEO (Capacity Building)

Roles:

- Act as Head of Institution Building and Capacity Building and link between the National Mission Management Unit and State & District Mission Management Unit.
- Implement all activities of Capacity Building, Social Mobilization & Institution Building at State, District & Block level.
- Newly implementing Government of India / State schemes and flagship schemes.

Responsibilities:

Social Mobilisation & Institution Building

- Assist CEO in policy formulation for Social Mobilization & Institution Building
- Coordinate and assist CEO in preparation of TNSRLM Annual Action plan related to Social Mobilisation & Institution Building activities.
- Ensuring of Mobilization of left out poor into SHGs and saturation of SHGs.
- Periodical Monitoring of Revival of defunct SHGs and Strengthening of existing SHGs.
- Ensure to check Auditing of SHGs and CBOs in time.
- Monitoring the functioning of PLF, BLF & Makamai.
- Ensure the rotation of office bearers in timely manner.
- Ensuring prompt SHG grading are done.
- Oversee the implementation of scheme activities and attainment of benefits to the grass root level.

Capacity Building

- Assist CEO in policy formulation for Capacity Building.
- Design, plan and monitor programmes towards Capacity Building of the Project Staff, Community and the institutions of the Poor.

- Coordinate and assist CEO in preparation of TNSRLM Annual Action plan related to Capacity Building activities.
- Monitoring of Registration of Community Based Organizations (CBOs)
- Organize trainings at State, District and Block officials and SHGs.
- Monitoring of all communication activities of TNSRLM and IEC activities.
- Monitoring the completion of all timely framed periodically reports.
- Planning and division of work among SPM (SMIB) and PEs
- Monitoring and supervision of duties and reviewing their performance and taking corrective action.
- Ensure the preparation of reports on Institution Building & Capacity Building
- Submission of reports to Government for attending weekly review meeting.
- Conduct frequent meetings with SPM, PEs and YPs of IB&CB section.
- Monitor the functioning of activities and report the progress of activities to the Government of India.
- Follow up action on SMMU review meeting minutes and DMMU meeting minutes.
- Attending all meeting with specific agendas and ensuring that SHG mobilization and capacity building issues are clearly discussed and action taken.
- Timely preparation of training schedule and training calendar and ensure implementation.
- Providing logistics to team inspections of NMMU officials
- Inspection of districts at regular interval
- Preparation of Annual Plan for training
- Oversee the functions of SPM(SM&IB), Project Executive (Capacity Building), and Project Executive (SM&IB), State Resource Centre.
- Any other responsibilities assigned by Chief Executive Officer, TNSRLM.

1. State Programme Manager (Institution Building & Capacity building)

Roles:

- Assist Additional Director (Capacity Building) and monitor the work execution by Project Executives (Institution Building and Capacity Building).

Responsibilities:

- Providing technical support for policy formulation and proposal preparation including follow up with Government.
- Ensuring of Mobilization of left out poor into SHGs.
- Periodical Monitoring of Revival of defunct SHGs and SHGs and Strengthening of existing SHGs.
- Monitoring of Registration of Community Based Organizations (CBOs)
- Preparation of Annual Plan for State to Districts for Social Mobilization.
- Designing & Developing of modules of the thematic areas such as Social Mobilization and Institution Building.
- Monitoring the Institution Building Activities.
- Identification and Partnering with resource organizations / NGOs / CBOs for Social Mobilization & Institution Building.
- Ensure to check the Formation of Special Groups with Tribal, Differently abled, Vulnerable, etc.
- Provide timely technical support for Strengthening of Federations.
- Monitoring on Grading of SHGs/CBOs
- Ensuring of release and monitoring of funds for Social Mobilization and Institution Building activities.
- Ensure to check Auditing of SHGs and CBOs in time.
- Newly implementing Government of India / State schemes and flagship schemes.

- Compilation of all timely framed periodically reports.
- Overall monitoring of social mobilization and institution building.
- Any other key task assigned by Chief Executive Officer and Additional Chief Executive Officer, TNSRLM from time to time.
- Planning and division of work among Project Executives (IB&CB)
- Monitoring and supervision of duties and reviewing their performance and taking corrective action.
- Oversee the implementation of scheme activities and attainment of benefits to the grass root level.
- Ensure the preparation of reports on Institution Building & Capacity Building
- Submission the reports to Government for attending weekly review meeting.
- Arrange training to district staff and block staff on topics related to IB&CB.
- Monitor the functioning of activities on Institution Building & Capacity Building and report the progress of activities to the Government of India.
- Follow up action on SMMU review meeting minutes and DMMU meeting minutes.
- Attending all meeting with specific agendas and ensuring that SHG mobilization and capacity building issues are clearly discussed and action taken.
- Providing logistics to team inspections of NMMU officials
- Inspection of districts at regular interval
- Attend trainings and review meeting conducted by SMMU
- Monitoring the entry of scheme progress in the online portal.
- Periodical Monitoring of Revival of defunct SHGs and SHGs and Strengthening of existing SHGs.
- Monitoring of Registration of Community Based Organizations (CBOs)

- Timely preparation of training schedule and training calendar and ensure implementation.
- Ensuring prompt quarterly SHG grading are done
- Preparation of Annual Plan for training
- Designing & Developing of modules of the thematic areas such as Social Mobilization and Institution Building.
- Monitoring the Institution Building Activities.
- Provide timely technical support for Strengthening of Federations.

i) Project Executive (Capacity Building)

Roles:

- Assist Additional Director (Capacity Building) to implement the Institution Building and Capacity Building.

Responsibilities:

- Consolidating the Training Need assessment
- Preparation of Training Calendar.
- Planning & implementation of Community Operation Manual training at all levels
- Arranging of ToTs at all levels
- Revisiting of training manuals
- Developing of Monitoring parameters for training at CBOs at all levels
- Evaluation of training at all levels once in 6 months
- Preparation of panel of resource person State/District level
- Assisting in technical support to State & District Resource Cell for Capacity Building
- Evaluation of training institutions
- Identification and building the capacity of Community Professionals (CPs), Master Trainers
- Maintaining of training data base at all levels
- Any other task assigned by Additional CEO (Capacity Building) TNSRLM from time to time.
- Providing technical support for policy formulation and proposal preparation including follow up with Government.
- Monitoring the conduct of all levels of training
- Monitoring the training at district and blocks
- Followed as per duration of each training tracking by fortnightly
- Fortnightly review meeting
- Monthly review by districts for Bankers ensured
- Monthly review meeting
- Monthly review by districts for capacity building
- Regular meeting with community Based Organisations

- Quarterly monitoring
- Followed as per duration of each training tracking by every 3 months
- By regular meeting with districts officials
- Quarterly and need base training given at state level and district level
- Monitoring the Quarterly orientation training
- Monitoring the Need based training Regularly
- Consolidating the Training Need assessment
- Preparation of annual Training Calendar.
- Planning & implementation of Community Operation Manual training at all levels
- Revisiting of training manuals
- Identification and selection of resource person at State level

ii) Project Executive (Communications)

- Implementation of the Communication strategy at State / District level
- Monitoring & Implementation of Communication Need Assessment
- Planning & Conducting annual workshops at all levels
- Developing Monitoring & Evaluation parameters for communication programme
- Empanelling of documentation specialists at State /district Levels
- Networking with Print / Visual media for convergence
- Identification of the needs of CBOs and Providing them various audio/Visual aids
- Ensuring timely dissemination of IEC materials upto CBO level
- Release of any press bullet
- Ensuring preparation of quality MUTRAM
- Any other task assigned by Additional CEO (Capacity Building)-TNSRLM from time to time.

iii) Project Executive (Social Mobilization and Institution Building)

Roles:

- Assist Additional Director (Capacity Building) monitor the work execution by Project Executives (Institution Building and Capacity Building).

Responsibilities:

- Monitoring the formation of VPRC and SAC.
- Consolidation of annual plan for Social Mobilization and Institution Building Activities of Districts at the State level.
- Identification and partnering with resource organizations / NGOS / CBOs for Social Mobilization and Institution Building.
- Ensuring mobilization and Institution Building.
- Ensuring the revival of dormant and defunct SHGs.
- Providing technical support for Printing and supply of registers and records for SHGs and CBOs.
- Monitoring the status on registration of CBOs wherever applicable.
- Monitor the grading of SHGs/CBOs within stipulated time frame.
- Ensure to check timely release of funds for Social Mobilization and Institution Building activities.
- Monitoring the functions of Young Professional (SM&IB)
- Any other key task assigned by Chief Executive Officer and SPM (SM&IB) TNSRLM from time to time.
- Assist Young Professional in the implementation of Institution Building related activities.
- Assist YP in the implementation of Model BLF in the districts
- Monitoring the entry of scheme progress in the online portal.
- Attend trainings and review meeting conducted by SMMU
- Assign works to Block Mission Managers and Block Coordinator (IB) and monitor the work execution by them.
- Arrange training to Block staff and community cadre on topics related to Institution Building at district and block level.

- Proper documentation of IB implementation activities and submission of relevant documents and reports to NMMU on request.
- Assist YP in the implementation of IB related activities.
- Attend trainings and review meeting conducted by SMMU
- Monitoring the entry of scheme progress in the online portal.
- Mapping of Community SHG Trainers
- Ensuring of Mobilization of left out poor into SHGs.
- Periodical Monitoring of Revival of defunct SHGs and SHGs and Strengthening of existing SHGs.
- Monitoring of Registration of Community Based Organizations (CBOs)
- Proper documentation of IB related activities and submission of relevant documents and reports to NMMU on request.
- Periodical Monitoring of Revival of defunct SHGs and SHGs and Strengthening of existing SHGs.
- Monitoring of Registration of Community Based Organizations (CBOs)
- Preparation of Annual Plan for State to Districts for Social Mobilization.

iv) Young Professional (Social Mobilization and Institution Building)

Roles:

- Assist SPM (SM & IB) and Project Executive (SM&IB) in the areas of planning and implementation relating to SM & IB.

Responsibilities:

- Provide technical support for identification and partnering with resource organizations / NGOs / CBOs and Institution Building.
- Assist in release of funds for Social Mobilization and Institution Building activities in time.
- Assist PE (IB) in the implementation of IB related activities.
- Attend trainings and review meeting conducted by SMMU
- Ensure to check the Formation of Special Groups with Tribal, Differently abled, Vulnerable, etc.
- Ensure the function of Model BLF

- Provide timely technical support for Strengthening of Federations.
- Monitoring on Grading of SHGs/CBOs
- Ensuring of release and monitoring of funds for Social Mobilization and Institution Building activities.
- Implementing NRETP scheme and flagship schemes.
- Compilation of all timely framed periodically reports.
- Overall monitoring of social mobilization and institution building.
- Ensure to check Auditing of SHGs and CBOs in time.
- Periodical Monitoring of Revival of defunct SHGs and SHGs and Strengthening of existing SHGs.

B. Livelihood Promotion

II. Additional Director / Additional CEO (Livelihood Promotion)

Roles :

- Marketing / Business Development & Microenterprises
- Livelihood (Farm & non-farm)
- Special innovative Projects
- TNSSMS society, SANFED

Responsibilities:

- Supervise and Monitor overall Implementation of Livelihood component of schemes, including follow up of GoI guidelines, formulation of state specific policy, guidelines, instructions and enabling platform for execution by DMMUs.
- Facilitating training of all cadres working for the Livelihood component suitably within District, State
- Review of Assistant Project Officers LP through monthly meetings and to undertake field visit to districts
- Conduct Performance Appraisal of Consultants, Project Managers, Superintendent and other staff in Livelihood Section at SMMU
- As Secretary for State Supply and Marketing society, discharge duty as stipulated by bye law of SSMS.
- Carry out assigned duties by Secretary, Managing Director and officials from GoI as and when called for.
- Assist CEO in policy formulation for Livelihood promotion and Marketing.
- Design, Plan, and monitor programmes towards livelihood activities.
- Designing Marketing policy and strategy for enhancing and supplementing livelihood initiatives.
- Formulating financial instruments for Livelihood promotion and market linkages.
- To explore and promote new activities in co-ordination with other institutions and departments for the Livelihood promotion.

- Organizing Exhibition / Mela at various levels for product promotion and marketing of SHGs Products.
- Promotion of Economic Activity Clusters, Common Livelihood Groups
- Implementation of One Village One Product Programme
- Coordinate and assist CEO in preparation of TNSRLM Annual Action plan related to Livelihood activities.
- Newly implementing Government of India / State schemes and flagship schemes.
- Implementation of Sustainable Development Goals
- Monitoring the compilation of all timely framed periodically reports.
- Oversee the functioning of PM(Livelihoods), PE(BD&ME), State Supply and Marketing Society (SSMS) and District Supply and Marketing Society (DSMS)
- Any other responsibilities assigned by CEO.

i). Project Manager (Non-Farm)

- Facilitate implementation as per guidelines.
- Prepare Annual Action Plan, Budget Notes and issues pertaining to assembly session
- Facilitate convergence with Line departments and private firms for better coordination at district level
- Facilitate higher order training for officials, community cadre and CBOs at State, District and Block level
- Monitor and conduct review of APOs and State resource Person
- Coordinate with NMMU officials and attend meeting conducted by GoI
- Conduct evaluation study, document case studies through field inspections
- Participate NMMU conducting trainings and review meetings.
- All works entrusted by MD, TNCDW & ADRD LP
- Exploring and linking up opportunities for forward and backward linkages on non-farm based livelihood promotion activities
- Developing guidelines for participatory village livelihood plan

- Study of potential livelihood opportunities for starting higher level Economic Activity Federations for agri and live-stock based activities.
- Promotion of Economic Activity Clusters, Common Livelihood Group in farm sector
- Exploring and establishing partnership for export promotion
- Conceptualization of a project under MKSP in a specific area / blocks / district.
- Appraise the project proposal submitted by PIAs as per the criteria specified by MKSP guidelines and checklist.
- Planning, Monitoring, achievement of targets related to non farm intervention in the project.
- Functional Reporting to the Additional CEO (Livelihoods) and also work closely with the other members of the livelihood cell.
- Support prepare plan and strategy for implementation of non farm based livelihood component through DMMUs & BMMU.
- Identify sub-sectors of nonfarm based livelihood interventions.
- Support nonfarm develop comprehensive business plan for non farm based livelihood enhancement through establishment of value chain, market linkages, producer companies, etc.
- Responsible for developing producer's collectives in various sub components.
- Responsible for developing training module for the community and CRPs.
- Support non-farm develop necessary terms of reference for technical agencies, monitor and supervise their work and ensure timely deliverables.
- Undertake periodic field visits and work closely with DMMU and BMMU to monitor progress of non farm based livelihood promotion activities and prepare necessary reports.
- Promotion of livelihood opportunities to the target poor through Non farm sector.

- Exploring and linking up opportunities for forward and backward linkages on nonfarm based livelihood promotion activities
- Study of potential livelihood opportunities for starting higher level Economic Activity Federations for nonfarm activities.
- Promotion of Economic Activity Clusters, Common Livelihood Group in nonfarm sector
- Exploring and establishing partnership for export promotion of handicrafts and all other non-farm products

ii). Project Manager (Farm)

- Facilitate implementation as per guidelines
- Prepare Annual Action Plan, Budget Notes and issues pertaining to assembly session
- Facilitate convergence with Line departments and private firms for better coordination at district level
- Facilitate higher order training for officials, community cadre and CBOs at State, District and Block level
- Facilitate in establishment of Producer Groups (Farmers Interest Groups) & FPOs. (Farmer Producer Organizations)
- Monitor and conduct review of APOs and State resource Person
- Coordinate with NMMU officials and attend meeting conducted by GoI
- Conduct evaluation study, document case studies through field inspections
- Participate NMMU conducting trainings and review meetings.
- All works entrusted by MD, TNCDW & ADRD LP

iii). Project Executive (Business Development & Marketing)

- Supporting and monitoring DMMUs in preparing the rate bank, panel of appraisers etc
- Hiring of environmental agency and coordinating EMF compliance.
- Providing supports and services for individual livelihood activities.

- Facilitating mobilization of producers of similar activities at appropriate level.
- Identification of district specific livelihood opportunities and resource institutions.
- Constituting state/district level thematic groups and arrange for knowledge sharing to identify new opportunities to generate and/or test the viability of innovative ideas.
- Developing functional training manuals in the area of project preparation, Costing, managing finance and accounts, and project appraisal etc.
- Promotion of Economic Activity Clusters, Common Livelihood Groups
- Implementation of One Village One Product Programme
- Facilitating in monitoring Orientation and skill up gradation Programme to SHG members and Target poor for undertaking Livelihood promotion activities.
- Administering Market scan
- Identification of Potential Economic / Cluster Activities.
- Identification and preparation of Shelf of Project.
- Guide in the preparation of Model Business Plan.
- Organizing College Bazaar and Internship.
- Organizing Exhibition / Mela at various levels for product promotion and marketing of SHGs Products.
- Arranging for business development tours, exposure visits
- Co-ordination in the maintenance of TNSRLM Web Portal.
- Activities related to Branding of MATHI products
- Coordinate the functioning of State Supply and Marketing Society (SSMS) and District Supply and Marketing Society (DSMS).

iv) Consultant (Livelihood)

- Formulation of state specific guidelines, instructions and enabling platform for execution by DMMUs.
- Facilitating training of all the cadres working for the Livelihood Component suitably
- Convergence of line department schemes for the TNCDW
- Providing Technical assistance for the project suitably
- Design, Plan, and ensure execution of programmes towards Livelihood promotion.
- Designing, Marketing policy and strategy for enhancing and supplementing livelihood initiatives.
- To explore and promote new activities in co-ordination with other institutions and departments for the Livelihood promotion.
- Exploring the new component to implement in the livelihood activities.
- To create innovative ideas to implement the livelihood activities in effective manner.
- All the unforeseen works entrusted by MD, TNCDW & ADRD LP.

v) Young Professional (Livelihood)

- Planning, Monitoring, achievement of targets related to non farm intervention in the project.
- Support prepare plan and strategy for implementation of non farm based livelihood component through DMMUs & BMMU.
- Identify sub-sectors of nonfarm based livelihood interventions.
- Support nonfarm develop comprehensive business plan for non farm based livelihood enhancement through establishment of value chain, market linkages, producer companies, etc.
- Support nonfarm to plan and implement non farm based livelihood promotion plans in convergence with line departments.
- Responsible for developing training module for the community and CRPs.

- Support non-farm develop necessary terms of reference for technical agencies, monitor and supervise their work and ensure timely deliverables.
- Undertake periodic field visits and work closely with DMMU and BMMU to monitor progress of non-farm based livelihood promotion activities and prepare necessary reports.
- Develop liaisoning with NGO, Civil Society, donor organizations, academic institution, input suppliers and market agencies.
- Promotion of livelihood opportunities to the target poor through Non-farm sector.
- Exploring and linking up opportunities for forward and backward linkages on nonfarm based livelihood promotion activities
- Supporting development of demonstrative project at district levels.

C. Partnership & Convergence

III. Additional Director / Additional CEO (Partnership & Convergence)

Roles:

- Monitoring & Evaluation
- Partnership & Convergence
- RAM Team
- Two Wheeler Scheme
- One time Financial Assistance Scheme & Integrated Poverty Database of TamilNadu(TIPPS)
- Community Radio and E-learning Mobile Application
- Hon'ble CM breakfast scheme
- Makkalai Thedi Maruthuvom scheme
- Magalir Urimai thogai scheme

Duties & Responsibilities :

- Assist CEO in policy Formulation for Partnership, convergence, MIS, Monitoring & Evaluation and Governance.
- Finalising the compilation of Annual Action plan of all thematic areas to be submitted for CEO approval and sent to Govt. of India
- Strategic planning for inclusion of left out poor, vulnerable, physically challenged people through appropriate community mobilisation processes.
- Design, plan, and monitor programmes for creation of sustainable Institutions of the poor
- Promote convergence with other departments to improve access to entitlements for the target community.
- Coordination and Networking with PRIs, Government Departments for convergence
- Monitoring and evaluation of Mission activities.

- Finalising the compilation of policy notes, budget announcements, Governor Address, budget speech, Citizen charter, Flagship schemes and any report on all schemes.
- Ensuring transparency and accountability in Mission activities by developing appropriate Governance mechanisms.
- Identification and engaging resource organizations in monitoring, evaluation and undertaking general studies of Mission activities
- Organizing of Amrit Mahotsav reports
- Monitoring the compilation of all the reports from all thematic areas for sending to Govt.
- Newly implementing all Government of India / State schemes and flagship schemes.
- Monitoring the compilation of all timely framed periodically reports for all meetings conducted by Govt. of India & State Govt.
- Oversee the functions of SPM(MIS & M&E) and PM (MIS, M&E), PE(M&E) and PE(P&C).
- Any other responsibilities assigned by Chief Executive Officer, TNSRLM.

i). Project Executive (Partnership and Convergence)

- Ensuring the formation and monitoring the functioning of Convergence committees at various levels
- Facilitating identification and Partnering with resource organizations / NGOs / CBOs for Social Mobilization and Institution Building.
- Convergence with various Government departments for accessing welfare schemes
- Liasioning and Networking with PRIs, Government departments for convergence
- Arranging, monitoring and follow up of auditing of SHGs and CBOs.
- Ensuring meetings are conducted at Various level as per schedule.
Implementing social accountability tools.

- Facilitating in obtaining of various benefit/entitlements under Government schemes for the target of poor.
- Assist in Oversee and guide DMMU, BMMU to ensure smooth functioning of the project
- Overall monitoring the functions of Partnership & Convergence
- Any other key task assigned by Chief Executive Officer, Additional Chief Executive Officer and PM (P&C and GAAP)-TNSRLM from time to time.

ii) Consultant (Convergence)

- Food, Nutrition, Health and wash
- Mental well-being, Persons with Disability
- Bonded Labour, Gender Intervention
- Elimination of violence against women
- PRI –CBO (Convergence)
- Ensuring the formation and monitoring the functioning of Convergence committees at various levels
- Facilitating identification and Partnering with resource organizations / NGOs / CBOs for Social Mobilization and Institution Building.
- Convergence with various Government departments for accessing welfare schemes
- Liasioning and Networking with PRIs, Government departments for convergence
- Arranging, monitoring and follow up of auditing of SHGs and CBOs.
- Ensuring meetings are conducted at Various level as per schedule. Implementing social accountability tools.
- Facilitating in obtaining of various benefit/entitlements under Government schemes for the target of poor.
- Assist in Oversee and guide DMMU, BMMU to ensure smooth functioning of the project.
- Overall monitoring the functions of Partnership & Convergence.

D. Micro Finance & Financial Inclusion

3. State Programme Manager (Micro Finance & Financial Inclusion)

Roles:

- Micro Finance & Financial Inclusion
- Newly implementing Government of India / State schemes.

Duties & Responsibilities :

- Preparation of Annual Micro Credit Plan
- SHG Bank linkage programmes
- Financial Inclusion of the SHG and the target families.
- Financing of Federations, Community investment Fund
- Networking with Banks, and Financial Institutions
- Facilitating Co-ordination with SLBC, RBI, NABARD and Corporate Offices of Banks.
- Promotion and establishment of CBOs as Banking Correspondence.
- Orientation and Capacity Building of Bankers / Financial Institutions / Bank Mitras and Business Correspondence.
- Bank / Bankers Awards.
- E-Book Keeping of Financial activities of CBOs
- Implementation of sustainable Development Goals
- Newly implementing Government of India / State schemes and flagship schemes.
- Compilation of all timely framed periodically reports.
- Assisting CEO in overseeing, guiding and implementing project implementation in the Financial Inclusion area.
- Any other key task assigned by Chief Executive Officer and Additional Chief Executive Officer, TNSRLM from time to time.

i) Project Executive (Micro Finance & Financial Inclusion)

- Developing various financial services and support systems to SHGs and CBOs
- Develop guidelines, modules and manuals on various micro finance services.
- Preparation of Annual Credit Plan for State and Districts
- Monitoring the preparation of Micro Credit Plan.
- Credit rating of SHGs/CBOs.
- Promotion and establishment of CBOs as Banking Correspondence.
- Orientation and Capacity Building of Bankers / Financial Institutions / Bank Mitras and Business Correspondence.
- Awards to Bank / Bankers at various levels.
- Building the capacity of the CBOs to provide financial intermediary services to SHGs including micro finance services.
- Building capacity of micro finance staff at the cluster/district level
- Arranging for technical assistance on micro finance activities.
- Preparation of progress reports on micro finance activities
- Developing training modules, organizing workshops on micro finance activities.
- Developing Guidelines and strategy on insurance to cover health, life, asset risk etc
- Networking with Banks and Financial Institutions and develop cost effective financial tie ups for SHGs
- Resolving operational issues relating to credit linkage.
- Any other task as assigned by the CEO or SPM (O&P).

ii) Consultant (Financial Inclusion)

- Preparation of Micro Credit plan at field level and consolidation at Panchayat level and district level,
- SHG Bank Linkage target fixing for 2018-19 (approximately Rs.10,500/- crores) and to obtain SLBC for confirmation.

- Establishment of Specialised institution for delivery of financial assistance to SHGs under dedicated fund of NRLM – proposed women SHG Co-operative Federation on the similar lines of M/s. Sreenidhi co-operative Federation Ltd in Telangana.
- Establishing Insurance call centre for enrolling SHG member for life insurance and insure their assets created out of loan and help to the SHGs to get claim settlement within a month time under MOU with insurance companies,
- ensuring Community Based Recovery Mechanism is in place in all Rural Bank branches to bring down / arrest fresh slippage of NPA so that increased quantum of loan will be considered by Banks,
- implementing Cash Credit System in lending to SHGs by Banks as Cash Credit System will be useful to meet urgent financial requirement of SHG to meet their business / family committee,
- ensuring all the SHGs to get Interest Subvention by creating awareness among SHGs, and also
- ensuring marking of NRLM complaint in NRLM portal,
- ensuring all banks including DCCBs and PACS are uploading the SHG loans in NRLM portal so as to reflect the actual achievement as well as the SHGs to get interest Subvention,
- Preparation of Agenda, for SLBC and conduct of SLBC Sub-Committee on Bank linkage for achieving the SHG Bank Linkage Programme target,
- conducting of Financial Literacy Programme for SHGs for uploading the latest guidelines to improve their standard,
- Entering MoU with Banks for placing Community Bank Co-ordinators (CBCs) in Bank Branches and improving SHG linkages and establishing a woman bank.

iii) Young Professional (Microfinance and Financial inclusion)

- To assist in periodical preparation and updation of Website and online reporting at State , District, and Village level .

- To assist in monitoring Financial Inclusion in MIS.
- NRLM Bank Linkage portal .
- Analysis of Bank Linkage Data .
- Preparation of Analytical Report and Presentation
- Followup with District and other units for updation of Data in portal.
- Block and Branch Mapping .
- Remapping of NRLM Complaint SHGs
- Data uploading by DCCBs – Present status and Followup .
- Pending loan Details updation in the Bank Linkage portal .
- Other portal related work and followup.
- Any other task assigned by PE(FI) from time to time.

E. Management Information System, Monitoring & Evaluation

4. State Programme Manager (MIS, M&E)

Roles :

- Management information System.
- Monitoring & Evaluation
- Newly implementing Government of India / State schemes and flagship schemes.

Duties & Responsibilities :

Information Technology/MIS:

- System study, implementation and administering required software application, portals and other online web related activities.
- Identification of MIS indicators and incorporate in the applications
- Preparation of Functional Requirement Specification (FRS) and Software Requirement Specification (SRS)
- Data collection of primary or secondary Data sources and maintain databases.
- Administering Management Information System and co-ordinate with MIS agency
- Maintenance and updating of all project data
- Repository of M&L data and information
- Analyse MIS and other data, identifying critical gaps and disseminate information among project stakeholders.
- Data collection, consolidation, analysis and submitting periodical report
- Facilitate preparation of registers and reporting formats
- Arrangements for hardware and software requirements at all levels
- Maintenance of all computer systems and associated peripherals hardware and software.
- Training project staff at various levels on Systems, Software and MIS
- Design, Launch and update website for the projects.
- Guiding and providing technical support to Districts and Blocks.

- Coordination with NRLM and other stake holders of the Projects.

Monitoring and Evaluation:

- Administrating the Monitoring and Evaluation activities at all levels
- Executing the Collection and Updating of Periodical reporting of the Mission activities from the field and reporting to State and National level
- Finalising the compilation of Annual Action plan of all thematic are as to be submitted for CEO approval and sent to Govt. of India.
- Finalising the compilation of policy notes, budget announcements, Governor Address, budget speech and Citizen charter.
- Coordinate in organizing review meetings at various levels.
- Preparation of Monthly /Quarterly progress report.
- Monitoring of milestones / outcome indicators
- Assist in Planning and implementing data flow and data collection mechanisms for Project Implementation.
- Implementation of cross learning and Knowledge management
- Guiding and supporting Project Staff and CBOs for periodical update of data through Software application/portals/online tools.
- Processing and finalization of awards for Best SHGs and CBOs at National / State / District and Block level.
- Newly implementing Government of India / State schemes and flagship schemes.
- Monitoring the compilation of all timely framed periodically reports for all meetings conducted by Govt. of India & State Govt.
- Collecting from all thematic areas and compiling reports for Hon'ble CM review, Secretary review, District Collectors review Project Directors review and other review meetings.
- Coordinating for preparation of reports & notes for Assembly and Secretariat.
- Coordination for Budget preparation, AAP, NRLM EC meeting, National and state committee meetings.

i) Project Manager (MIS, M&E)

Information Technology / MIS:

- System study, implementation and administering required software application, portals and other online web related activities.
- Identification of MIS indicators and incorporate in the applications
- Preparation of Functional Requirement Specification (FRS) and Software Requirement Specification (SRS)
- Data collections of primary or secondary data sources and maintain databases.
- Administering Management Information System and co-ordinate with MIS agency
- Maintenance and updating of all project data
- Repository of M&L data and information
- Analyse MIS and other data, identifying critical gaps and disseminate information among project stakeholders.
- Data collection, consolidation, analysis and submitting periodical report
- Facilitate preparation of registers and reporting formats
- Arrangements for hardware and software requirements at all levels
- Maintenance of all computer systems and associated peripherals hardware and software.
- Training project staff at various levels on Systems, Software and MIS
- Design, Launch and update website for the projects
- Guiding and providing technical support to Districts and Blocks
- Coordination with NRLM and other stack holders of the Projects.

Monitoring and Evaluation:

- Administrating the Monitoring and Evaluation activities at all levels
- Executing the Collection and Updating of Periodical reporting of the Mission activities from the field and reporting to State and National level
- Coordinate in organizing review meetings at various levels.
- Preparation of Monthly /Quarterly progress report.
- Monitoring of milestones / outcome indicators

- Arrangement of periodical evaluation of Mission activities.
- Facilitate in Identification and engaging resource organizations in monitoring, evaluation.
- Assist in Planning and implementing data flow and data collection mechanisms for Project Implementation.
- Implementation of cross learning and Knowledge management
- Guiding and supporting Project Staff and CBOs for periodical update of data through Software application/Portals/online tools.
- Processing and finalization of awards for Best SHGs and CBOs at National / State / District and Block level.
- Coordinating for preparation Reports & Notes for Assembly and Secretariat.
- Coordination for Budget preparation, AAP, NRLM EC meeting, National and state committee meetings.

ii) Project Executive (MIS)

- Executing Management Information System.
- Collection, Compilation and Maintenance of Mission Data.
- Provide technical support for establishing web enabled Monitoring.
- Assist in Planning and implementing data flow and data collection mechanisms for Project Implementation.
- Guiding CBOs and project staff for periodical update of data in display boards.
- Any other key task assigned by Chief Executive Officer, Additional Chief Executive Officer and PM (M&E & MIS), TNSRLM from time to time.

iii) Project Executive (Monitoring and Evaluation)

- Collection and Updating of Periodical reporting of the Mission activities from the field.
- Organizing review meetings at various levels.
- Coordination for Midterm and Periodical evaluation of Mission activities.
- Facilitate in Identification and engaging resource organizations in monitoring, evaluation and undertaking Specific studies of Mission activities
- Assist in Planning and implementing data flow and data collection mechanisms for Project Implementation.
- Ensuring the implementation of Cross learning and Knowledge management
- Guiding CBOs and project staff for periodical update of data in display boards.
- Preparation of Monthly /Quarterly progress report.
- Monitoring of milestones / outcome indicators
- Assist in processing and finalization of awards to Best SHGs and CBOs.
- Any other key task assigned by CEO, Addl. CEO and PM (M&E & MIS), TNSRLM from time to time.

iv) Young Professionals (Website and online reporting)

- Collection, Collation and Updating Website for TNSRLM
- Coordination with agencies assisting maintenance of Computer systems
- Hosting best practices
- Responsible for activities for e- commerce of SHG Product
- Hosting annual reports, important events, etc
- Coordinating with District team to update and maintenance of their hardware and software
- Any other key task assigned by Chief Executive Officer, and Additional Chief Executive Officer-TNSRLM from time to time.

v) Young professional (Monitoring and Evaluation)

- Assisting in Monitoring & Evaluation work at State & District level.
- Assisting Project Manager in the overall process of activities for Monitoring & Evaluation.
- Assist in developing, monitoring indicators in MIS periodically.
- Assisting in preparation of Review Booklets, Reports, and Minutes on various meeting.
- Processing Files for Monitoring & Evaluation activities.
- Assisting in preparation Reports & Notes for Assembly and Secretariat work.
- Annual Action Plan - Collection & consolidation of report from all section for preparation Annual Action Plan
- Policy Note - Consolidation of Policy note work and sent to Govt. for follow – up and preparation of Back Papers
- Announcement / Achievement and Election Manifesto - Updation of Announcement / achievement & Election Manifesto and preparation of Back Papers.
- Assembly Session particulars - Preparation of Assembly session booklet.
- Governor's Address & Budget Speech - Updation of Governor's Address & Budget Speech particulars.
- Hon'ble Chief Minister and Minister office report - Collection & consolidation of report from all section for preparation.
- District wise Performance Ranking report - Preparation of Districts wise Performance Ranking Report for all TNCDW & TNSRLM activities
- Performance Review Committee - Collection of Action Taken Report for previous meeting and updation of Agenda for the proposed meeting from all section.
- Review Meeting - Collection of report from all section for Secretary review meeting, Project Directors / Assistant Project Officers review meeting and preparation of meeting booklet. Preparation of all meeting minutes. Preparation of Minister review meeting reports.

- Awards - Collection of best performing SHG & PLF award proposal from all district and sent to Government for National Level award. Collection of best SHG and PLF award proposal from all district and sent to Government for National Level award.
- Legislative Assembly Questions and Assurance Committee reply - Collection & consolidation of report from all section for preparation.
- Scheduled Caste & Tribal Sub Plan and Minority - Collection & consolidation of report from all section for preparation.
- Board Meeting Note – Preparation of Status of activities and Annual Action Plan.
- Parliamentary Committee visit report - Collection & consolidation of report from all section for preparation.
- Tour Diary – Consolidation report of Project Director & Assistant Project Officer tour diary.
- Processing of section file work.
- Key Result Areas - Collection & consolidation of report from all section for preparation.
- Presentation – Preparation of presentation for Annual Action Plan, Meetings, review meeting & various committee meeting.
- Assist and support activities to MIS action.
- Any other key task assigned by Chief Executive Officer, and Additional Chief Executive Officer-TNSRLM from time to time.

vi) Consultant (MIS):

- Creating architecture for MKSP website and Developing.
- Designing for MKSP project sanctioned by MoRD, GOI for 3 years commencing from 2015 – 2016 under the following heads:
 - (a) Project inception.
 - (b) Institution Building
 - (c) Capacity Building
 - (d) Establishment of Community infrastructures
 - (e) Documentation

- Evaluation & monitoring (MIS part of the website)
- Co-ordination with Computer professionals at DMMU and Block
- Developing software in tune with the requirements of MKSP website of MoRD, GoI.

F. DEENDAYAL UPHADYAYA GRAMEEN KAUSHALYA YOJANA

IV. Additional Director / Chief Operating Officer

- HR & Admin Matters related to the Project
- Recruitment, Procurement
- Review Meeting PDs /PIAs/APOs
- CTSA/TSA admin related matters
- MoRD /GoI/GoTN related communication and proposals preparation related Capacity building initiative @State and District level
- Fund proposals to MoRD/GoTN Finance and Accounts related to DDUGKY/RESETI/SAGARMALA/UNNATHI.
- Monitoring the financial Progress of PIAs in all stages.
- Fund Release to PIAs in all stages and monitoring of fund utilization
- Monitoring fund Management with PIAs
- All fund releases to DMMUs and Monitoring the fund utilization
- All Payments related to SMMU and Monitoring of fund utilisation
- RSETI reimbursement
- Handling and Monitoring of MPR and PFMS(Financial Approvals)
- Skill Gap Analysis and Impact Studies
- Execution of MoUs with SSC /Industry partners and follow up.
- Job Mela/ Job fairs initiatives
- Alumni meet, CXO Meets and Special Job Melas.
- Organize Placement Partners and HR meet.

1. State Programme Manager (Administration, Project Appraisal and Training & Development)

- HR & Admin matters related to the project staff in SMMU.
- Recruitments
 - Procurement
 - Review meeting with PDs/APOs
 - Central – TSA (CTSA) admin related matters
 - State Technical Support Agency (STSA) admin related matters
 - Tour Dairy for APOs (S&P) at DMMU
 - e-SOP certification
 - PAC meeting / Official meeting preparation works
 - MoRD / GoI / GoTN / Communication proposals.
 - Inter Office Communications / Reports / Letters
 - ISO Certification Works
 - State / Districts / ULBs / Officials / Staff Trainings
 - Capacity Building Initiatives @ State and District level
 - RTI petitions related to the subject
 - Any other works assigned by CEO/COO

2. State Programme Manager (Accounts and Fund Release, Standards and Quality Assurance)

- Finance and Accounts related to DDUGKY /RSETI /Sagarmala / UNNATI etc., dealing under this wing
- Fund proposals to MoRD /GoTN
- Handling and monitoring of MPR and PFMS (Financial Approvals)
- Monitoring the financial progress of PIAs in all stages.
- Fund release to PIAs in all stages and monitoring of fund utilization
- Monitoring fund management with PIAs.
- Submission of Monthly reports regarding Fund Utilisation of PIAs
- All Fund releases to DMMUs and monitoring the fund utilisation
- All payments related to SMMU and monitoring of utilisation
- RSETI reimbursements

- RTI petitions related to the subject
- Any other works assigned by CEO/COO

3. State Programme Manager(Mobilization, IEC & Skill Gap Analysis)

- Mobilization of candidates
- Skill Gap Analysis & Impact Studies
- Mapping of reverse migrants due to COVID 19
- Strengthening of English and soft skills
- Newsletter/Mutram magazine related works
- Documentation and success stories
- Training Programs Nominations Co-ordination with TSA/NIRD/Others/
- Training Manual for CFs CP(Jobs) and other stakeholders
- All IEC Activities & Printings
- Call Centre
- Sagarmala
- Award Nominations
- UNNATI
- RTI petitions related to the subject
- Any other works assigned by CEO/COO

4. State Programme Manager(Concurrent Monitoring, Post Placement, Tracking and Partnership Engagement)

- Monitoring the activities of PIAs
- Assessment and Placement
- Post placement tracking
- MaKaMai- CBO as PIA- Monitor and follow up the activities
- Industry partnership
- Migration Support Centre
- EGSA Districts follow up
- Alumni Meet, CXO Meets & Special Job Melas
- Special MoUs & Direct Placements

- Online job portal related works
- Job Melas& Job Fairs
- Kaushal Panjee
- Execution of MoUs with SSCs/Industry partners and follow up
- Organize Placement Partners and HRs meet
- New initiatives if any
- Kaushal Saathi
- Building of Youth Database
- Review to BC Skills
- Convergence
- RTI petitions related to the subject
- Any other works assigned by CEO/COO

i) Assistant Project Officer -I (Administration)

- HR & Admin related to the project staff in SMMU.
- Parliamentary/Assembly Questions/
- Announcements /Policy Note etc.,
- Inter Office Communications / Reports / Letters
- Recruitments
- Procurement and vendor related activities.
- Training Programs Nominations Co-ordination with TSA / NIRD /Others / Review meetings.
- Travel arrangements
- Inspections and visits.
- Project Director/ APO(S&P) and Periodical PIAs review meeting – Review meeting
- BC / CPs related matters.
- Central - TSA
- Technical Support Agency
- Inter Office Co-ordination
- Grievance Redressal
- RTI petitions/CM Cell petitions and others

- PFMS (Physical Approvals)
- APOs (S&P) at DMMU related matters
- e-SOP certification
- PAC meeting / Official meeting preparation works
- MoRD / GoI / GoTN reports / Communication proposals.
- Nodal Officer for 36 PIAs (including file dealing) as per Annexure III
- Other work assigned by CEO/COO/SPM(Admin) then and there

ii) Assistant Project Officer -I (Finance & MIS)

- Finance and Accounts
- PFMS (Financial Approvals)
- Nodal Officer for 36 PIAs (including file dealing) as per Annexure III
- Travel Bill Payments
- Financial Progress of PIAs in all stages.
- Fund release to PIAs in all stages
- Monitoring Fund Management of PIAs.
- Fund Utilisation Certificate
- Submission Monthly reports and Fund Utilisation of PIAs.
- All funds release to DMMUs.
- MIS related (MPR, ERP, Kaushal Bharat, KaushalPanjee)
- RSETIs
- Other work assigned by CEO/COO/SPM (Admin) then and there.

iii). Assistant Project Officer- III (Capacity Building)

- Capacity Building Initiatives
- Training Manual for BCs, CP (Jobs) and other stake holders
- Migration Support Centre
- Sagarmala
- UNNATI
- SURGE News Letter
- Mobilization

- Standardisation of soft skills
- Online Job Portal
- ISO certification
- IEC Material Printing,
- Call Centre
- Documentation and Success Story
- Nodal Officer for 36 PIAs (including file dealing) as per Annexure III
- Other work assigned by CEO/COO/SPM (Admin) then and there.

iv) Assistant Project Officer- IV (Placement and Assessment)

- Placement Tracking
- Organize periodical review with PIAs for placement
- KaushalSaathi
- Job Mela/Job Fair
- Assesments
- EGSA Districts follow up
- Alumni meet
- Execution of MoUs with SSCs/Industry partners and follow up
- Organize Placement Partners and HRs meet
- New initiatives if any
- Nodal Officer for 36 PIAs (including file dealing) as per Annexure III
- Other work assigned by CEO/COO/SPM (Admin) then and there

G. Administration

1. General Manager

Roles :

- Administration & HR related to all Projects and Societies such as TNVRC, Mutram, SSMS Society under the control of TNCDW.
- Mutram Society.

Duties & Responsibilities :

Administration:

- Recruitment of all project staff at all levels.
- All establishment matters related to all Projects.
- Overall co-ordination of Office Administration.
- Transfer & postings of all Project staff.
- Disciplinary cases of all Officers & staff of all Projects.
- Disposal of CM cell petitions and RTI petitions.
- Addressing UTM petitions.
- Handling the court cases and legal issues.
- TNCDW Assets (land & building) maintenance
- Day-to-day maintenance and management of the corporation activities.
- Complaint's redressal of the project staff.
- Designing and implementing the HR Policy including administrative rules.
- Office maintenance and vehicle maintenance.
- Other Official administration related duties.
- Assessment of performance of staff.
- Procurement of all kinds.

Mutram:

- Publication of Mutram
- Complying with statutory regulations relating to personnel.

i) Project Executive (Administration)

- Assisting CEO / SPM (O&P) in the area of Human resources, SMMU and DMMU and administering establishment of TNSRLM staff.
- Plan, design and ensure implementation of all HR policies, systems and procedures.
- Guide and coordinate hired agency / firm in executing Annual work plan related to human resource management.
- Responsible for staff recruitment / selection, contracting, induction, posting and capacity building.
- Coordinate with external HR agencies for providing recruitment or staffing services.
- Ensure development of necessary terms of reference for technical agencies, monitor and supervise their work.
- Plan and execute performance management system for project staffs.
- Attend court cases and file written statement in behalf of the project.
- Maintain leave records and prepare monthly absentee statements.
- Design and ensure implementation of all HR rule related to engagement, transfers, grievance redress and issues related to HR and disciplinary control
- Undertake periodic field visits and work closely with DMMU and BMMU to address HR issues at field level and provide technical assistance to project teams for implementation of HR rules.
- Any other task as assigned by the CEO or SPM (O&P).

H. Finance

5. State Programme Manager (Operations and Procurement)

Roles :

- Financial Management, Budget and Accounts related to all Projects such as TNSRLM, NULM, DDUGKY, etc. implemented through TNCDW

Duties & Responsibilities :

- Plan, Monitor, co-ordinate and strategic guidance to financial cell
- Plan, design and ensure implementation of all financial policies, systems and procedures
- Ensuring implementation of all financial rules
- Designing and implementing performance appraisal system for officers and staff at all levels
- Establish complaints redressal mechanisms for Mission staff at State, District and Block levels.
- Developing, updating and implementing financial management guidelines at State levels
- Prepare and update overall project policies and rules on financial management and internal control systems.
- Prepare annual budget of anticipated receipts and payments for project implementation
- Liase with the State Government and Government of India for timely reimbursement of claims for the Mission.
- Ensuring completion of accounts audit, placement of the said report before the High empowered Committee meeting. Ensuring holding of timely meetings, minutes and statutory formalities.
- Developing, updating and implementing procurement management guidelines at State level
- Develop and communicate community procurement guidelines
- To review community procurement at District / Block levels and revise the procurement guidelines based on best practices.

- Newly implementing Government of India / State schemes.
- Compilation of all timely framed periodically reports.
- Preparation and implementation of annual procurement plan at all levels
- Any other responsibilities assigned by the CEO.

2. Financial Advisor, TNCDW

Roles :

- Financial Management, Budget, Company affairs, Board related works, Audit and Accounts related to TNCDW and all Societies such as TNVRC, TNSSMS, MUTRAM under the control of TNCDW.

Duties & Responsibilities :

- Prepare Annual budget for the Project.
- Ensure smooth flow of Project funds to District units and to BDOs.
- Salary disbursements and processing of all claims of staff and administrative expenses, Bank reconciliation
- Compilation of Financial Progress data of PIUs and consolidation.
- Ensuring maintenance of books of Accounts of State, District and Block units and consolidation
- Remittance of Income Tax and filling of Income Tax.
- Scheme wise Maintenance of Books and Accounts.
- Consolidation and annual accounts of TNCDW
- Filing of forms / returns under Companies Act.
- Preparation of BRS.
- Conducting Board meeting, AGM meeting
- Liaise with auditors for completion of audit, place the audited accounts before the Board meeting, filing of annual returns, holding of meetings, minutes & statutory formalities
- Prepare and update overall project policies and rules on Financial Management and internal Audit, Statutory Audit and AG audit
- Consolidation of Audit replies
- All Financial implication files
- Any other work assigned by Managing Director.

i) Project Executive (Finance)

- Assisting CEO in areas of financial Management in the Mission Activities.

- Preparation of Financial Management guidelines including Financial Manual.
- Preparation of Annual budget of anticipated receipts and payments for the Mission.
- Timely submission of claims to Government of India and the State Government for release of funds as per AAP and follow up.
- Financial planning and release of funds to DMMU and CBOs and ensure proper utilization of the same.
- Oversee and guide DMMU teams in Financial Management to ensure effective utilization including periodical field visits.
- Preparation of monthly, quarterly and annual financial reports and timely submission of the required reports to NMMU and State Government on financial matters
- Finalisation of Annual Accounts of the Mission
- Obtaining Utilization Certificate from the DMMU
- Appointment of Auditors for conduct of internal audit and statutory audit and arrange to complete audit within the stipulated time of SMMU , DMMU BMMU and CBOs.
- Preparation and submission of utilisation certificates
- Any other responsibility assigned by CEO and SPM (O&P).

ii) Project Executive (Procurement)

- Responsible to the SPM (OP) and work closely with other members in SMMU
- Assist smooth and professional functioning of the SMMU
- Maintenance of office equipments and the daily operations of SMMU.
- Manage and maintain transportation logistics and vehicles.
- Complying with statutory regulations relating to personnel
- Assist events and logistics management.
- Assist hired agency /firm in executing Annual work plan related to human resource management and OD interventions with specific reference to training and development.

- Preparing and implementing annual procurement plan at all levels
- Guide district / block level teams to implement Community Procurement.
- Develop TOR's outsourcing of various services needed by the SMMU.
- Any other task as assigned by the CEO and SPM(O&P).

iii) Young Professional - (Accounts)

- Posting of Busy Accounting system in State Office and District Office.
- Posting of opening trial balance entries in busy software for all schemes statement for all schemes.
- Creation of Chart of Accounts in Busy software for all schemes.
- Mapping and of ledgers for all schemes to DMMU in busy software
- Verification of all vouchers entries in Busy software for State Office and Districts.
- Preparation/verification of Bank Reconciliation Statement State Office & Districts.
- Preparation of Advances schedules State Office and Districts.
- Maintenance of Advance register (Festival Advance, Tour Advance, Vehicle Advance, Other Advance, Temporary Advance & Computer Advance)
- Maintenance of Fixed Deposit Register and arrive the Interest accrued statement.
- Synchronizing the accounts data of all 38 PIU's in busy software.
- Verification of Inter Branch transfer of funds.
- Preparation of Outstanding Schedule.
- Preparation of Depreciation schedule for all schemes.
- Preparation of Deferred income and Deferred Revenue Income statement for all Schemes.
- Verification of fixed deposit and posting of necessary entries in Head office and Districts.
- Scrutiny of ledgers in Head office and Districts.
- Inter Unit has been reconciled periodically for all Districts.
- Maintenance of Petty Cash register for NRLM and NULM Schemes.

- Follow up with district to obtain Annual Accounts.
- Follow up with districts for updation of data in portal.
- Periodical support and give handholding support for the maintenance of Busy and for the verification of accounts.
- Assisting Finalisation of Annual Accounts and consolidation. (All Schemes)
- Assisting and preparation of Utilization Certificate for all schemes.
- Arrange to furnish replies to audit remarks of Internal Auditors and Statutory Auditors.
- Assisting in preparation of monthly reports and notes for Review Meeting for all Schemes.
- Preparation of weekly reports for release and expenditure in state office and districts.
- Assisting of Budget allocation and Annual Action Plan.
- Assisting of Audit Committee Meeting, Board Meeting and Annual General Meetings.
- Assisting Interim Unaudited Financial Report (IUFR) Expenditure details are collecting from DMMU's and consolidated for NRLM and NRETP Schemes.
- Internal /External Audit : Liaising with Internal Auditor and External Auditor for Finalisation of Annual Accounts for every Financial year.
- AG Audit :- In connection with accounts audit the various files and records furnished to audit.
- Preparation of schedules and sub-schedules for all schemes.
(consolidation statement)

TAMILNADU URBAN LIVELIHOOD MISSION

1. Joint Director -1, TNULM

I. Components in charge

- Social Mobilization and Institutional Building.
- Capacity Building and Training.

- Employment Through Skill Training and Placement.
- Management Information System for Monitoring and Evaluation.

Other Subjects In charge

- Budget and Funds
- Administration of NULM section.

overall responsibilities:

- To facilitate implementation of NULM in the state through Districts;
- To facilitate establishment of DMMUs at district level;
- To provide professional and technical inputs on specific components of NULM;
- To prepare Urban Poverty Reduction Strategy/Livelihood Development Plan for the state;
- To support cities in preparation of City Livelihood Development Plans;
- To coordinate and develop convergence with other Missions and programmes in the state;
- To organize state level capacity building programmes, workshops, seminars and cross-learning visits etc. of key government staff as well as technical experts involved in implementation of NULM at DMMU and SMMU levels;
- To document the progress and process of implementation and best practices of TNULM;
- To undertake/commission studies to assess the impact of the TNULM;
- To coordinate with various departments of state government, central government, banks and such organisations to help implementation of TNULM at the state level

Monitoring & Evaluation:

- Monthly Progress Reports (MPRs) /Quarterly Progress Reports (QPRs) in prescribed formats with regard to targets and achievements.
- Apart from MPRs/ QPRs, other progress reports are also considered appropriate from time to time.
- The monitoring mechanisms and monthly reporting from the DMMUs

regarding the progress of various components are established for tracking of targets and achievements.

- Districts are instructed to submit progress reports regularly by online.
- The monitoring and evaluation of the mission is undertaken during the course of its implementation to effect mid-term and final achievement of its key objectives.
- Detailed operational guidelines from time to time for each component and sub-component for effective operationalization, implementation and achievement are prepared, communicated and followed through regular meetings.

Project related duties & Components responsible

Social Mobilization and Institutional Development

- Quarterly targets given to districts
- Monthly targets fixed for districts
- Monthly report received from districts
- Monthly review conducted Region wise
- Weekly report by Google sheet received
- Monthly monitored by online – Every month 25th to 30th Fixed mandatory for RF release
- Establishment and functioning followed by monthly meeting
- Services of CLCs monitored by giving target to CLC services
- Regular meeting to concerned CO's APO's and PD Chennai
- Reports collected from concerned APO through PD, Chennai
- Orientation to SHG members, CRP's and bankers & reports from Chennai Unit.
- Regular meeting with CMMU officials and bankers.
- Regular meetings and report from CMMU
- Regular review meetings with UNDP officials and CMMU officials

Capacity Building & Training

- Quarterly and need base training given at state level and district level
- Quarterly orientation training monitored

- Need based training monitored Regularly & mandatorily given and monitored
- Need based training monitored Regularly & mandatorily given and monitored

Employment through Skill Training and Placement

- Weekly monitoring
- Followed as per duration of each training tracking by weekly
- Monthly review meeting
- Monthly review by districts for Bankers ensured
- Regular meetings with private sectors, Reports received from districts by each ULB wise in the prescribed mapping format
- By regular meeting with districts officials and through Bankers meeting.

MIS&ME

- Regular monitoring of MIS, NULM and review with districts by every month

Budgets/ Funds

- Ensured by Review with State Mission Managers & Account section
- Monthly Expenditure statements received from districts

Establishment

- Ensured by regular meetings with SMMU staffs

2. Joint Director -2, TNULM

II. Project related duties

- Self-Employment Programme (SEP)
- Prime Minister –Street Vendors’ Atma Nirbhar Nidhi (PMSVANidhi)
- Support to Urban Street Vendors (SUSV)
- Shelters for Urban Home less (SUH)

Self Employment Programme (SEP)

- Ensuring the reach of scheme guidelines, AAP, Instructions from Head of Departments from time to time.
- Orientation of District Team (Project Directors, Assistant Project Officers, Community Organizers) disseminating all the guidelines and instructions.
- Ensuring the receipt of action plans from the Districts.
- Monitoring the implementation District wise.
- Periodical review of the district and field visit

PMSVANidhi – Prime Minister Street Vendor’s Atma Nirbhar Nidhi

- Ensuring the reach of scheme, guideline, AAP, Instructions from Head of Departments time to time.
- Orientation of District Team (Project Directors, Assistant Project Officers, Community Organizers) disseminating all the guidelines and instructions.
- Ensuring the list of Action plan.
- Regular review plan with DMMUs in speeding up the progress as expected by the Ministry of GoI.
- Coordination with Bankers and Govt. Departments (CMA, DTP, GCC) to ensure seamless upload of applications in the PMS portal and speedy sanction/disbursement of loans.
- Regular meeting with SLBC convener and LDMs of District.
- Regular reporting to
- Govt. of Tamil Nadu.

Support to Urban Street Vendor (SUSV)

- Arranging for timely convening of State Project sanctioning committee (PSC).
- Supporting the network of coordination between Departments (GCC, CMA and DTP)
- Assisting the Mission Director in the preparation of agenda for meetings by the Central and State Govt. to review the progress of the scheme.

Shelter for Urban Homeless (SUH)

- Arranging for timely convening of State Project sanctioning committee (PSC).
- Supporting the network of coordination between Departments (GCC, CMA and DTP)
- Assisting the Mission Director in the preparation of agenda for meetings by the Central and State Govt. to review the progress of the scheme.

Other Related Works in the Pipeline

- Mapping the line Department works (Convergence of SUH with line department like Health, Police and Social Welfare) for Elimination of Violence against Woman (EoVAW)
- Social Security Scheme – To ensure the coverage of SHG members under the PMJJBY, PMSY schemes. Developing Hand book to staffs about the Line department Schemes
- Orientation to Staffs about Line Department Schemes
- Facilitating and handholding to the urban poor availing the various schemes.

i). Thematic Specialist – Social Mobilisation and Institution Development

- Support and guide team responsible for the SM&ID component of DAY-NULM at the district/ULB level in achieving their targets with respect to community mobilization, SHGs, Federations, Revolving Fund components etc.
- Ensure that state and cities adhere to the guidelines prescribed by TNULM.
- Develop work plan for implementation of social mobilization component in the state.
- Facilitate to prepare the ULB wise Annual Action Plan
- Developing the State community Resource Person and providing capacity building to social capitals
- Responsible for the SM&ID targets of the state with respect to

community mobilisation, SHGs, Federations and Revolving Fund.

- Identification and empanelment of state Resource person under TNULM for Capacity Building Activities
- Ensure the SHGs, ALF and CLF structures are established across all cities in the state.
- Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of TNULM.
- Responsible for providing need based Technical Assistance to the City Mission Management Units.
- Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states.
- To oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
- Follow up the Mis portal updating regarding the Social Mobilization and Institutional Development component
- Responsible for PAISA portal RF approval for ULB, Bank , District and District level
- Followed the all bankers regarding the releases of revolving fund to SHG and ALF
- Preparing and updating the manual for CBOs for effective implementation for scheme
- Publish the case studies and success stories in Mutram and National level News letter
- To organize state level capacity building programmes, workshops, seminars and cross-learning visits etc. of key government staff as well as technical experts involved in implementation of DAY-NULM at CMMU and SMMU levels
- To coordinate with various departments of state government, central government, banks and such organisations to help implementation of DAY-NULM at the state level.

Additional Incharge

- Nodal in charge for monitor the Mission activities in Trichy Region (Trichy, Thanjavur, Sivagangai, Pudukottai, Tiruvarur, Nagapattinam, Ariyalur, Perambalur and Karur districts).
- Responsible for better implementation of convergence activities co-ordination with UNDP in Greater Chennai Corporation.
- Responsible for implementation of Mission activities in South Region, Greater Chennai Corporation.
- In charge to monitor the scheme activities in Kannagi Nagar, Ezhil Nagar and Tsunami Nagar Tenements.
- Nodal officer for PRADHAN MANTRI FORMALISATION OF MICRO FOOD PROCESSING ENTERPRISES SCHEME (PMFME) , Verification and Approval of Seed capital at state level
- Nodal Officer Roof top Garden programme and coordination with Rockefeller foundation and jointly implemented scheme
- Makila Arokiya Samithi programme implementation in all Urban area and follow up the Mas group formation, WHV appointment and Monitoring of activities
- Responsible for Marketing of SHG products through online and prepare the attributes of 243 products SKU

Monitoring Mechanism

Social Mobilisation and Institutional Development

- Conducting Periodical review meeting with APOs and Community Organizers in State and Nodal region level.
- Field visit to ensure the better implementation of activities.
- Monitor the Preparation and compilation domain-based reports in MIS portal.
- Ensure the preparation of AAP in month, quarter wise in Nodal districts.
- SMID-Monthly Quarterly targets given to districts
- SMID-Monthly targets fixed for districts
- SMID-Monthly report received from districts
- SMID-Monthly review conducted Region wise

- Weekly report by Google sheet received
- Monthly monitored by online Every month 25th to 30th
- Fixed mandatory for RF release
- Releasing of RF to SHG and ALF
- Regular meeting to concerned CO's/APO's and PD Chennai
- Reports collected from concerned Apo through PD Chennai
- Regular review meetings with UNDP officials and CMMU officials
- Quarterly and need base training given at state level and district level

Capacity Building & Training

- Quarterly and need base training given at state level and district level
- Quarterly orientation training monitored
- Need based training monitored
- Regularly & mandatorily given and monitored.

ii). Thematic Specialists – Financial Inclusion and Micro Enterprises

- Ensure that state and cities adhere to the guidelines prescribed by TNULM.
- Prepare work plan for Financial Inclusion (FI) and Self Employment Programme (SEP) agenda across the cities.
- Responsible for FI & SEP targets of the state.
- Ensure the bank linkages for SHGs and its members.
- Facilitate access to credit for micro enterprises set up by the urban poor.
- Responsible for providing need based Technical Assistance to the City Mission Management Units.
- Support the resource agencies in capacity building/ sensitization of CMMUs within or across the states.
- S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required.

- Arranging for appropriate linkages with relevant agencies/ departments and integrate UFI and SEP agenda in implementation of TNULM.
- Ensure reporting against KRAs.
- Work closely with other State Mission Managers at the state level for successful implementation of TNULM.
- Perform any other related tasks assigned by the State Mission Director, SULM.

Additional In charge

- Nodal in charge for monitor the Mission activities in Vellore Region (Vellore, Kancheepuram, Tiruvallur, Tiruvannamalai, Chengalpattu, Cuddalore, Villupuram, Mayiladudurai, Kallakurichi and Ranipet districts).
- Responsible for better implementation of convergence activities co-ordination with FSSAI & Street Vendor training.
- In charge to monitor the scheme activities in Semmancheri and Perumpakkam Tenements.

Monitoring Mechanism

- Conducting Periodical review meeting with APOs and Community Organizers in State and Nodal region. level
- Field visit to ensure the better implementation of activities.
- Monitor the Preparation and compilation domain-based reports in MIS portal.
- Ensure the preparation of AAP in month, quarter wise in Nodal districts.

iii). Thematic Specialists - MIS & ME

- Prepare work plan for monitoring of the components of TNULM.
- Responsible for the ensuring proper implementation of MIS at the

state level, compilation of information across the cities and submission of the same to the national level.

- Undertake field visit to cities /ULBs for real time monitoring of the scheme.
- Ensure timely information is submitted by ULBs (CMMUs) for accessing the percolation of the program at grass root level at state level.
- Responsible for providing need based Technical Assistance to the City Mission Management Units.
- Support capacity building of CMMUs within or across the states in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.
- Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process Documentation etc.
- Work closely with other State Mission Managers at the state level for successful monitoring of TNULM.
- Perform any other related tasks assigned by the State Mission Director, SULM.

Additional In charge

- Nodal in charge for monitor the Mission activities in Madurai Region (Madurai, Theni, Dindigul, Ramanathapuram, Thoothukudi, Kanyakumari, Virudhunagar, Tirunelveli and Thenkasi districts).
- Responsible for implementation of Mission activities in North Region, Greater Chennai Corporation.
- In charge to monitor the scheme activities in AIR Land Tenement.

Monitoring Mechanism

- Conducting Periodical review meeting with APOs and Community Organizers in State and Nodal region. level
- Field visit to ensure the better implementation of activities.
- Monitor the Preparation and compilation domain-based reports in MIS portal.

- Ensure the preparation of AAP in month, quarter wise in Nodal districts

iv. Thematic Specialist – Skills and Livelihoods

- Ensure that state and cities adhere to the EST&P guidelines prescribed by TNULM.
- Prepare work plan for EST&P agenda across the state.
- Responsible for the EST & P targets of the state.
- Responsible for identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification.
- Monitoring the performance quality of the STPs and other agencies involved.
- Responsible for providing need based Technical Assistance to the City Mission Management Units.
- Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
- Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.
- Ensure reporting against KRAs. Work closely with other State Mission Managers at the state level for successful implementation of TNULM.
- Perform any other related tasks assigned by the State Mission Director, SULM.

Additional In charge

- Nodal in charge for monitor the Mission activities in Coimbatore Region (Coimbatore, Nilgiris, Tiruppur, Erode, Namakkal, Salem, Tirupaththur, Krishnagiri and Dharmapuri districts).
- Responsible for better implementation of convergence activities co-ordination with LH Core Committee in all Tenements.

- Responsible for implementation of Mission activities in Central Region, Greater Chennai Corporation.
- In charge to monitor the scheme activities in Navalur and Gudapakam Tenements.

Monitoring Mechanism

- Conducting Periodical review meeting with APOs and Community Organizers in State and Nodal region. level
- Field visit to ensure the better implementation of activities.
- Monitor the Preparation and compilation domain-based reports in MIS portal.
- Ensure the preparation of AAP in month, quarter wise in Nodal districts.

v) Young Professional

- Preparation and consolidation of PAISA portal reports of SHG's and banks for the release of RF (Revolving Fund)
- Verification of SHG's data received from the districts for the release of RF
- Responsible for the file works related to Area Level Federation formation and other training
- To ensure the verification of CLC proposals received from the districts and other file works related to the same
- Responsible for the reports and other file related works of Slum Tenements
- Support the SMMU to monitor the NULM activities in Semmenchery and Perumbakkam Slum Tenements
- Field visit in Chennai districts (South Region) to monitor the NULM activities along with the State Mission Unit.
- Consolidation of success stories received from the districts for Mutram Magazine and other file works of the same

- Maintenance of file related to Covid 19 activities by the SHG members.
- Responsible to make sure that all file works on complaints received related to the component
- In the initial process of Elimination of Violence Against Women supported on the preparation of reports and presentations.
- Maintenance of file related A&OE
- Maintenance of Personal register and RF fund released register
- Preparation of Minutes of the meetings
- Preparation of Manuals and Compendium
- Other components related or general tasks assigned by the Joint Directors, TNULM
- Convergence file related with other line departments like Health, food, Social Welfare etc.
- Support the SMMU to monitor the scheme in Kannaghi Nagar, Ezhil Nagar & Tsunami Nagar Tenements.
- Field visit to allotted Tenements to follow up the Mission activities.

vi) Young Professional, ESTP

- Assist to State Mission Unit to Prepare Action plan for EST&P and Livelihoods.
- Obtaining of concurrent reports from the district related to ESTP and Livelihoods.
- Assist to enter the report in MIS portal of ESTP.
- Being Liaison between DMMU/CMMU and SMMU to reach the information and guidelines of the Mission.
- Maintaining of Key files related to ESTP and Livelihoods.
- Support the SMMU to develop communication letters related to scheme implementation.
- Field visit to the activities as per the need and guidance of SMMU.

- Assist the Thematic Specialist to supervise and monitor the mission activities carried over in Central Zone, Greater Chennai Corporation.
- Support to prepare agenda and minutes of Project Approval Committee, ESTP.
- Support the SMMU to monitor the scheme activities in Navalur and Gudapakam Tenements.
- Perform any other related tasks assigned by the Joint Director, SMMU.