



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



District Mission Management Unit
Roles and Responsibilities of all Officers

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DISTRICT MISSION MANAGEMENT UNIT

1) Name of the post	Project Director
Roles and Responsibilities	<ul style="list-style-type: none"> • Act as Head of District Mission Management Unit and link between State Mission Management Unit, District Mission Management Unit and Block Mission Management Unit. • Overall administration of the District Office. • Implement all activities of TNCDW schemes at the District level. • To co-ordinate announcements and new projects and other works implemented by Government
Social Mobilization and Institution Building	<ul style="list-style-type: none"> • Monitor the identification and inclusion of the left out target people into SHGs on Saturation approach and federating them into PLFs • Monitor the SHGs formation, functions of SHGs, grading and revival. • Ensure the timely release of Revolving Fund, Community Investment Fund and Vulnerability Reduction Fund. • Inspection of BMMU office, PLF office, VPSC buildings and e-sevai Maiyam.
Capacity Building	<ul style="list-style-type: none"> • Oversee the SHGs training and other trainings. • Organize seminars/workshop/recovery camps at Cluster level, Block level and District level.
Livelihood Promotion	<ul style="list-style-type: none"> • Implement the farm and non-farm livelihood activities at districts. • Arrange trainings to Block staff and Community cadres on Livelihood subject at District and Block level

	<ul style="list-style-type: none"> • Conduct SHG exhibitions for marketing their products. • Inspect farm and non-farm livelihood activities. • Monitor the updation of progress of Livelihood activities in GoI and Enterprise Management Portal
Convergence	<ul style="list-style-type: none"> • Implement the Convergence programmes at the District and Block level. • Co-ordinate with the line departments for convergence opportunities. • Co-ordinate with District Collector and convergence with other line departments for benefit of women SHGs • Coordination with Bankers, NABARD and line departments for converging the various scheme activities.
Financial Inclusion	<ul style="list-style-type: none"> • Oversee the credit rating, disbursement of SHG loans, interest subvention and NPA recovery. • Verify the disbursement of RF, CIF and SHG bank linkage with passbook entry. • Conduct of Insurance camp and financial literacy camp. • Participate in the District level Banker's Meeting with clear agenda. • Attend all Bankers meeting and ensure that SHG credit issues are sorted out. • Conduct of monthly NPA repayment camps to co-ordinate will all district co-ordinators of

	banks and CPM in conducting NPA recovery camps.
Management Information systems	<ul style="list-style-type: none"> • Verify the District level MIS reports and send the progress reports to the SMMU. • Monitor the updation of scheme progress reports in the NRLM and NULM portal. • Conduct periodical meetings with the DMMU and BMMU staff
Monitoring	<ul style="list-style-type: none"> • Ensure the preparation of all reports of scheme activities like Institution Building and Capacity Building, Livelihood, Partnership and Convergence, Management Information system, financial inclusion and to submit the reports to Head Office.
Skill Training - DDUGKY	<ul style="list-style-type: none"> • Inspect all the training centers in the district. • Monitoring the enrollment of youth in Kaushal Panjee app. • Conduct Job mela periodically. • Organize Ilaignar Thiran Thiruvizha as per SOP. • Monitor the progress of mobilization and training under DDU-GKY, RSETI and UNNATI regularly and devise suitable action plan and strategies to improve the performance. • Review the placement, post placement tracking of the trained candidates with PIA to improve the settlement of both RSETI and UNNATI trained candidates. • Identify local potential employer for direct placement.

	<ul style="list-style-type: none"> • Facilitating reputed Organisations / Agencies to apply for PIA (Project Implementation Agencies) • Placing Agenda in the District Level RSETI Advisory Committee on settlement for the RSETI trained candidates.
<p>Administration</p>	<ul style="list-style-type: none"> • Overall administration of the District Office as per the Government office manual. • Assign the duties to all Assistant Project Officers and support staff at the District and Block level. • Supervise all activities of TNCDW schemes at the District and block level. • Recruitment of administrative staff at DMMU and BMMU level as per the instructions given by SMMU. • Performance Appraisal of APOs, BMM, BC, COs and other project staff for every year. • Ensure the periodical renewal of contract of the staff in DMMU and BMMU. • Follow up the Court cases and contempt petitions for disposal in time. • Monitor the disciplinary cases pending in district. • Ensure the quality disposal of RTI petitions, MMD petitions, CPGRAMS portal petitions including the complaint petitions in time. • Maintain the physical verification of fixed assets. • Conduct periodical review meetings for district and block level staff.

	<ul style="list-style-type: none"> • Follow up action on SMMU review meeting minutes
Accounts	<ul style="list-style-type: none"> • All procurements should be done as per the Tender and Transparency Acts and Rules / TNSRLM Procurement manual • Monitor and ensure the disbursement of CIF, RF through Fund Disbursement Module (FDM) for Nationalized Bank Account holders and PACCS account holders through District Central Co-operative Banks. • Submit quarterly Internal Unaudited Financial Reports (IUFR), expenditure statement to Head Office • Ensure all financial transactions to be entered in Busy software and submit BRS to Head Office for every month. • Monitor and filing of quarterly income tax returns. • Monitor the timely release of funds for all schemes transferred by SMMU and timely disbursement of salaries to the grass root level. • Ensure the finalization of District Accounts.
NULM	<ul style="list-style-type: none"> • Implement all the NULM components at the District level. • Mobilize from left out urban poor into SHGs for saturation in all Urban Local Bodies. • Organise Community Grading for distribution of Revolving Fund to eligible SHGs. • Mobilization of urban youth for Employment through Skill Training and Placement.

	<ul style="list-style-type: none"> • Conduct periodical review meeting with Skill Training Providers. • Ensure the effective functioning of City Livelihoods Centres, Area Level Federations and City Level Federations. • Inspection of Skill Training Centres and ensure adherence of ESTP guidelines in the training. • Monitoring the Revolving Fund released to all eligible SHGs in ULBs of the district. • Conducting monthly meeting for Community Organizers and Office Bearers of Community Based Organizations. • Monitor the PMSVANidhi progress
MUTRAM Magazine	<ul style="list-style-type: none"> • Monitor the distribution of Mutram Magazine to all SHGs. • Ensure the subscription of Mutram Magazine by all SHG members including newly formed SHGs. • Collect the articles from SHGs, PLFs, BLFs and other community members and send to SMMU through the Project Director, TNSRLM.

DELIVERABLES

Daily:

- Planning and division of work among APOs
- Monitoring and supervision of duties and all APOs reviewing their performance and taking corrective action.
- Oversee the implementation of scheme activities and attainment of benefits to the grassroot level.

Weekly:

- Ensure the preparation of all reports of scheme activities like Institution Building and Capacity Building, Livelihood, Partnership and Convergence, Management Information system, financial inclusion and submission to State office for attending monthly review meeting.
- Coordinate with District Collector and convergence of Government schemes to women SHGs through various Government schemes and line departments.
- Coordination with Bankers, NABARD and line departments for converging the scheme activities.
- Conduct weekly meetings for district and block level.
- Organize seminars/workshop/recovery camps at Cluster, Block and District level.

Monthly:

- Monitor the functioning of all activities of TNCDW schemes and report the progress of activities to the State Office for every month.
- Prompt approval of monthly calendar and ensure participation of concerned zonal APO in respective blocks and immediate prompt of calendar to State Office by 5th of each month.
- Follow up action on SMMU review meeting minutes
- Attend all Bankers meeting and ensure that SHG credit issues are sorted out in time.
- Conduct of monthly loan repayment camps and ensure participation of bankers.
- Monitor bank and cash balances to assess and invest in short term deposit to earn maximum interest.
- Timely preparation of training schedule and training calendar and ensure implementation.
- Ensuring prompt group grading and submitting report to SMMU.
- Providing logistics to team inspections of SMMU officials.
- Monitor for distribution and utilization of Mutram by SHGs.
- Inspection of BMMU office, PLF office, VPSC buildings.

- Conduct Youth Skill Festivals and Job melas to improve the performance and skills and placement for the youth.
- Review the performance of DD-GKY, RSETI and UNNATI and devise suitable strategy through monitoring and evaluation.
- Ensure the preparation of all reports of Livelihood and submission to state office for attending monthly review meeting.

Annually:

- Preparation of Annual Credit Plan for training, marketing etc.
- Prompt quarterly self-grading of DMMU as a joint exercise of PO / APOs/ staff and submitting grading report promptly within one week of end of quarter.
- Conducting audit of financial management of DMMU.
- Submission of PIU accounts along with schedules before 20th of the succeeding financial year.
- Collection of annual subscription for Mutram.
- Review and update youth data base and Kaushal Panjee to improve the reach of skills and placement activities.

2) Name of the post	Assistant Project Officer (IB & CB)
Roles and Responsibilities	<ul style="list-style-type: none"> • To assist Project Director and co-ordinate between District Mission Management Unit and Block Mission Management Unit. • Implement all activities of Institution Building and Capacity Building of TNCDW schemes at the District level. • To co-ordinate announcements and new projects and other works implemented by Government
Formation of new groups	<ul style="list-style-type: none"> • Monitoring the identification and inclusion of the left out target people into new SHGs on Saturation approach • Monitoring the functions of SHGs including revival of defunct SHGs • Rotation of Office Bearers in all CBOs. • Maintenance of SHG registers.
Habitation Level Forum (HLF)	<ul style="list-style-type: none"> • Creation of HLFs • Rotation of Office Bearers • Maintenance of HLF registers
Panchayat Level Federation (PLFs)	<ul style="list-style-type: none"> • Ensure representation of disabled, vulnerable and tribal in all PLFs • Ensure all SHGs are federated into PLFs • Renewal of registration • Rotation of Office Bearers • Maintenance of PLF registers
Block Level Federation (BLFs)	<ul style="list-style-type: none"> • Ensure all PLFs are federated into BLFs • Renewal of registration • Rotation of Office Bearers • Maintenance of BLF registers

Proper utilization of project fund	<ul style="list-style-type: none"> • Monitoring the Demand Credit and Balance of CBOs • Monitoring the project funds like Community Investment Fund (CIF), Revolving Fund (RF) and Vulnerability Reduction Fund (VRF) released from DMMU to BLF, from BLF to PLFs / SHGs
Auditing of CBOs	<ul style="list-style-type: none"> • Preparation of schedule for auditing • Auditing of CBO (SHGs/PLFs/VPRCs/BLFs) accounts every year
Grading of CBOs	<ul style="list-style-type: none"> • Preparation of schedule for grading • Ensure grading of CBOs periodically
Grading of Community Cadres	<ul style="list-style-type: none"> • Monitoring and grading the performance of CSTs and Community Trainers
Block Staff	<ul style="list-style-type: none"> • Monitoring of BMMU staff • Appraisal of BC (IB) • Conducting weekly review meetings for BC (IB)
Training	<ul style="list-style-type: none"> • Monitoring the drawing of training schedule by BC (IB) and monitoring the training as per the training schedule drawn • Prepare training calendar and monitoring • Availability of training materials for all trainings • Preparation of the resource pool of trainers
Release and repayment of the project funds	<ul style="list-style-type: none"> • Ensure timely release of RF and CIF to eligible SHGs • Timely release of honorarium to CSTs • Monitoring the Demand Collection Balance (DCB) of all CBOs

Data updation	<ul style="list-style-type: none"> Monitoring the data updation in co-ordination with APO(MIS) in all portals
Documentation	<ul style="list-style-type: none"> Documentation of all activities related to IB & CB
MUTRAM Magazine	<ul style="list-style-type: none"> Monitor the distribution of Mutram Magazine to all SHGs. Ensure the subscription of Mutram Magazine by all SHG members. Ensure the subscription of Mutram Magazine by all SHG members including newly formed SHGs. Collect good articles from SHGs, PLFs, BLFs and other community members through the Project Director, TNSRLM.

Deliverables :

Daily:

- Monitoring the identification and inclusion of the left out target people into SHGs (Saturation format- till inclusion/ group formation is completed)
- Monitoring the functions of SHGs including revival
- Monitoring the training as per the training schedule drawn

Weekly:

- Monitoring the group formation in saturation approach
- Functioning of PLFs and BLFs
- Monitoring, Grading of community SHG Trainers
- Conducting weekly review meetings for BC (SMIB and CB)

Monthly:

- Preparation of monthly training schedule
- Preparation of schedule for auditing and grading
- Monitoring the Community Investment Fund, RF and VRF released from DMMU to BLF, from BLF to PLFs / SHGs

- Conducting monthly meeting for CBOs and strengthening the Community Based Organizations
- Model BLFs – Conducting monthly core committee meetings and Minutes should be submitted for every month.
- Monitoring the usage of SHG building, PLF building, VPSC building and Block Panchayat Building
- Ensure timely release of RF and CIF to eligible SHGs
- Timely release of honorarium to CSTs
- Monitoring the Demand Collection Balance (DCB) of all CBOs
- Functioning of NRETP Community Managed Training Centre (CMTC)
- Monitoring the data updation in co-ordination with APO(MIS) in all portals
- Monitoring the performance of BC (IB), BC (CB), CSTs
- Any other work assigned by Project Directors

Annual:

- Preparation of Annual Action Plan
- Training needs assessment
- Prepare training calendar and monitoring
- Availability of training materials for all trainings
- Preparation the resource pool of trainers
- Functioning of PLFs and BLFs
- Renewal of PLFs and BLFS.
- Auditing of CBOs (SHG,PLF, VPRC and BLF) as on 31st March of every year.
- Grading of CBOs periodically
- Updation of entries in all portals
- Maintain data base of CBOs, training, trainers, Community cadre and feedback
- Assessment of the performance of BC (IB), BC (CB), CSTs
- Documentation of all activities related to IB & CB

3) Name of the post	Assistant Project Officer(Livelihood)
Roles and Responsibilities	<ul style="list-style-type: none"> • Act as a link between State Mission Management Unit and Block Mission Management Unit • Assign works to Block Mission Managers and Block Coordinator (LP) and monitor the work execution by them. • Assist Project Director in the implementation of farm and non-farm livelihood activities. • Arrange training to Block staff and community cadre on livelihood schemes at district and block level. • Arrange convergence meeting with line departments for successful incorporation of convergence component in the implementation of livelihood schemes. • Identification of new beneficiaries to cover under Livelihood scheme activities implemented in the current year according to the guidelines issued. • Strengthening the livelihood activities of previously covered beneficiaries through refresher trainings, credit linkages, exposure visits, etc. • Attend trainings and review meeting conducted by SMMU • Monitor the updation of scheme progress in the online portal. • Proper documentation of all scheme implementation activities and to submit

	relevant documents and reports to Head Office.
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Deliverables

Daily

- Communicate with Mission Manager and Coordinators in zonal blocks through phone and monitor the work done by them.
- Monitor the progress in the entry of scheme activities in GoI and Enterprise Management Portal
- Dissemination of WhatsApp messages from SMMU to Block staff

Weekly

- Undertake 4 days field visit to personally monitor the progress of livelihood scheme implementation
- Attend minimum 3 CBOs (Farm and Non Farm) meetings
- Inspect minimum 4 CBOs institutions for verification of records

Fortnightly

- Review meeting for Block Manager and Block Coordinators
- Participate in the fortnightly meeting of any 3-5 SHGs / Producer groups for providing clarity on project guidelines and sharing information.

Monthly

- Arrange 2 trainings (one Farm and one non-Farm activities) for BCs
- Arrange 2 field visits to Farm field school/ successful farmers
- Create and update inventory of resource on personnel for training programmes
- Attend review meeting conducted by SMMU and Project Director
- Appraise Project Director on the implementation of schemes
- Release of payment to subordinate staff (Block Mission Managers and Block coordinator)

Quarterly

- Assist Project Director in conduct of convergence meeting with line department.

- Monitor proper fund utilization by farm and non-farm related CBOs.
- Arrange minimum one day exposure visit for farm or non-farm related scheme activities to Block Mission Managers, Block Co-ordinators, Community Cadres and selected SHG members

Annual

- Preparation of Annual Action Plan for onward submission to SMMU
- Conduct of training (fresh / refresher training) to community cadre as per SMMU instructions

4) Name of the post	Assistant Project Officer (MIS, M&E, P&C)
Roles and Responsibilities	<ul style="list-style-type: none"> • To co-ordinate between District Mission Management Unit and Block Mission Management Unit. • Implement all activities of TNCDW schemes at the District level. • To co-ordinate announcements and new projects and other works implemented by Government
MIS	<ul style="list-style-type: none"> • Maintenance of Grama Panchayat, Block and District level data for all project activities, components and progress. • Manage the District level MIS and generate reports for all components. • Analyse the progress and generate reports for review and monitor. • Preparation of the ranking reports on various parameters to review the BMMUs on MIS aspects • Reconciliation register, records and data with actual progress and data updation. • Training and support to staff and CBOs for MIS • Maintenance of Hardware, Systems, Application Software and Accessories at District, Block and Village level
Portal/APPs	<ul style="list-style-type: none"> • Monitor the web portal and mobile applications for the timely update of the data by the CSTs, BCs and BMMs • Updation and Management of eNRLM, eMathi, and other project portals and Mobile Apps.

	<ul style="list-style-type: none"> • Follow-up and provide the technical support to BCs, BMMs to ensure the data updation. • Training and handholding support to Block staff and CRPs for maintaining and managing online software.
<p>Monitoring and Evaluation</p>	<ul style="list-style-type: none"> • Monitor of process and progress of all activities at District level. • Maintenance of base registers and reporting formats for community, CBOs and District level. • Prepare and follow up weekly and monthly action plan. • Facilitate annual planning exercise at panchayat level and Block level. • Aggregate and prepare District plan and monitor progress as per plan. • Monitor and ensure the achievement of the project activities as per the approved action plan. • Facilitate conduct of internal learning meetings at all level and document the pest practice. • Facilitate capacity building and orientation to all CBOs and sub committees in Monitoring and learning tools. • Ensure the updation of display boards (beneficiary tracking, financial information, milestone achievement) • Analyze the progress, identify the weak Block, PLF/PVRC and share with concerned staff and CBOs and follow up.

	<ul style="list-style-type: none"> • Facilitate and support for effective functioning of Esevai maiyams and monitor their daily transactions. • Prepare and process award proposals for National and State level awards as per the instruction of SMMU. • Dissemination of information and instructions • Ensure annual grading and auditing of CBOs
<p>Reports and Review</p>	<ul style="list-style-type: none"> • Arrange and conducting review meeting at District/Block/Village level for all staff and stakeholders • Arrange and conducting meeting of DPCC, DLCC, BLBC and BPCC • Coordination at District level for preparation, consolidation and submission of reports • Reporting to SMMU on daily, weekly and monthly basis and whenever required. • Submission of tour diary monthly • Filed visits and review the process and progress of CBOs
<p>Social Inclusion and Social Development</p>	<ul style="list-style-type: none"> • Preparation of convergence Annual Action Plan for Blocks and Districts. • Preparation and implementation of communication strategy. • Sensitizing all the stakeholders and line department officials at District level on the importance of various convergence related activities. • Collect information from field experience to contribute to in-house magazine at SMMU. • Prepare handouts and updating leaflets to

	<p>inform the community on various schemes to stake their claims.</p> <ul style="list-style-type: none"> • Co-ordinate for SHG meetings at block and district level as well as for the grievance day / Grama Sabha. • Establish partnership with Government / Non-Government Organizations.
<p>PRI-CBO</p>	<ul style="list-style-type: none"> • Analyze the potential for convergence at PLF/VPRC and SHG level. • Ensure Convergence of various schemes entitlement to the target poor as per need with reference to development plan of VPRC. • Extend guidance and co-ordination to the VPRCs/PLFs in the preparation of Vulnerability Reduction Plan (VRP) in specific to PWDs, Elderly, Mentally affected persons, Tribals woman who are vulnerable (widow, single woman, survivor of human trafficking, women of WHHS sex workers, etc.). • Guide CBOs in the formulation of Village Poverty Reduction Plan from gender perspective and support them in identifying various needs (Livelihood, financial, safety and social security, legal, socio-psychological, etc.).
<p>FNHW/Gender</p>	<ul style="list-style-type: none"> • Support the BMMUS and CBOs in the implementation of FNHW interventions and converging with the Activities of NNM (National Nutrition Mission – Poshan Abhiyan) and Gender interventions.

	Arrangement of District level, Block level and village level Training or all staff and SHGs.
Information Education Communication	<ul style="list-style-type: none"> • Collect case studies / Documentation of Best Practices in respect of FNHW/ Gender/ P & L – CBO / SISD Verticals.
Makkalai Thedi Maruthuvam	<ul style="list-style-type: none"> • Co-ordinate with PHCs and M.Os and ensure the timely disbursement of monthly honorarium to WHO's and Monitor their status and action to be initiated for filling up vacancies.
Monitoring and Reporting	<ul style="list-style-type: none"> • All convergence related activities of SMMU

Deliverables:

Daily:

- Formation of Special groups (i.e), Elderly, PwD, Transgenders, etc., as per the target given.
- Survey and identification of Nutri enterprises available in the District.
- Monitoring the performance of MTM/WHVs and co-ordinate with Health Department to engage WHVs on vacancies.
- Promotion of nutri-garden and create awareness among SHGs.

Weekly:

- Co-ordinating for SHG/PLF meetings at block and district level as well as for the grievance day / Grama Sabha.
- Extending guidance and co-ordination to the VPRCs/PLFs in the preparation of Village poverty Reduction Plan (VRP) for special groups of PWDs, Elderly, Mentally affected persons, Tribals woman who are vulnerable (widow, single woman, survivor of human trafficking, women of WHHs, sex workers, transgender, etc.).
- Guiding CBOs in the formulation of Vulnerability Reduction Plan from gender perspective and support them in identifying various needs

(Livelihood, financial, safety and social security, legal, socio – psychological etc.)

- Co-ordinate and monitoring of PLFs/BMMU/BLFs for identification, training and establishment of Nutri-garden for SHG women.

Monthly:

- Ensuring Convergence of various schemes as per the entitlement plan to the target poor and vulnerable with reference to VPRP plan.
- Preparation and implementation of communication strategy.
- Support the BMMUs and CBOs in the implementation of FNHW interventions and converging with the Activities of NNM (National Nutrition Mission – Poshan Abhiyan).
- Establishing partnership with Government / Non-Government Organizations, Educational Institutions and Civil Societies.
- Preparing handouts and updating leaflets to inform the community on various schemes to stake their claims.
- Conducting weekly / Fortnightly meeting with BRP and CRPs at block level.
- Collecting information from field functionaries to contribute to in-house magazine of SMMU.
- Monthly identification and Credit rating of eligible special SHGs for release of RF, VRF, CIF, etc.,
- Ensure timely release of incentive/Honorarium for WHVs/CRPS etc on before February month
- Promotion of Nutri-enterprises in the District by SHGs/PLFs and monitoring the units.
- Monitoring and Reporting to SMMU of all convergence related activities.
- Co-ordinate with SRPs at District level, BRPs at Block level and CRPs at Panchayat level for organizing training and capacity building on the thematic area of Partnership and convergence and collect the data on P&C themes.

- Organize convergence camps one per block on every month to get the benefits of the OAP, Widow Pension, Handicapped Pension, National OAP etc.
- Organize special convergence camps / and need Assessment camps for differently abled and elders.
- Conduct of all cultural competitions / events in respect of P&C components.
- Conducting weekly / Fortnightly meeting with BRP and CRPs at block level.
- Updation of Partnership and Convergence report into NRLM portal.

5) Name of the post	Assistant Project Officer (MF and FI)
Roles and Responsibilities	<ul style="list-style-type: none"> • To ensure preparation of MCP, Credit rating of SHGs and timely submission of loan applications and follow up with Bank for disbursement. • To liaison with all Bank branches for speedy disposal of loan applications. • To achieve the target under SHG – BLP. • To extend support to Bank for NPA recovery. • To organize Bankers Orientation Programmes, FL Programmes, Credit Camps and Insurance enrolment camps. • To monitor the performance of BC (FI) and CBCS. • To collect, consolidate and report the performance of all works under FI component.
SHG Bank Linkage	<ul style="list-style-type: none"> • To monitor the timely submission of loan applications and follow up with Bank for disbursement. • Monitoring the performance of Community Bank Coordinators and conducting review meeting on monthly basis. • To ensure formation of CBRM in all SHG BLP lending branches and monitor its effective functioning. • Attending BLBC /DLRC meeting and submission of action taken report.

	<ul style="list-style-type: none"> • Submission of SHG BLP achievement report on weekly and Bank wise on monthly basis. • Monitoring of regular repayment. • Submission of review note on Bank Linkage Portal on monthly basis to Project Directors. • Organize banker's orientation program and banker's award function
Micro Credit Plan	<ul style="list-style-type: none"> • Monitor the preparation and consolidation of MCP at SHG/PLF/District level by February every year
Annual Action Plan	<ul style="list-style-type: none"> • Prepare Block / Branch /Urban Local Body wise Annual Action Plan by December every year for implementation of SHG – BLP
SHG / PLF rating	<ul style="list-style-type: none"> • To ensure 100% rating is done every year. The rating calendar to be prepared and followed up
Interest Subvention	<ul style="list-style-type: none"> • Creating awareness on interest Subvention Programme, in the District and ensure that all eligible SHGs get interest Subvention. • Submission of Interest Subvention validated proposal within a week of receipt of download to Head office.
Insurance schemes	<ul style="list-style-type: none"> • Ensure 100% coverage under PMSBY and PMJJBY other insurance schemes and Atal Pension Yojana
NPA recovery	<ul style="list-style-type: none"> • Coordinate with banks and conduct NPA recovery camps

Deliverables:

Daily:

- Contact the field level functionaries viz. CBCs / Block Coordinators (FI) and ensure that all cadres are active
- Act upon the letters/instructions received from SMMU and furnish the details in time
- Ensure that all eligible SHGs are credit linked and the disbursement details are uploaded in the portal real time basis
- Monitor the uploading of SHG loan applications in the "Online SHG loan application system" developed by DAY-NRLM and report the progress

Weekly:

- Make 3 to 4 field visits to personally monitor the functioning of CBCs Scrutinize the records and Ledgers, implementation of digital banking, digital book keeping etc., during the field visit
- 2 to 3 visits to banks that are having large number of pending loan applications
- Ensure conduct of FL camps. Participate one FL camp per week
- Report the progress under Credit Linkage to HO

Fortnightly

- Assess their performance under SHG Credit Linkage, loan repayment, enrolment under PMJJBY, PMSBY, PMJAY and CMCHIS, Claim Management, APY enrolment and digital banking services
- Report the progress under insurance schemes HO

Monthly

- Prepare schedule for conduct of financial literacy camps in the district and ensure that FLCRRPs are properly deployed for conducting FL camps
- Report the progress of conduct of the FL training programs in the field
- Attend BLBC meeting in the respective block to discuss upon the issues related to SHG Credit Linkage

- One meeting with CBCs.
- Appraise the overall status of implementation of SHG Bank linkage to Project Director
- Follow up with banks to assess the status of SHG loan applications sanctioned/ Disbursed/Pending/Rejected
- Follow-up with banks to sensitize the updation of disbursement details in the portal periodically
- Report the progress under NPA Recovery, pending loan application status and details Digital transactions carried out by BC Sakhi
- Collect list of NPA accounts from banks and coordinate with banks to arrange for Joint Recovery Camps
- Participate CBRM committee meetings regularly and ensure that CBRM committees are functioning effectively
- Participate in grading exercise carried out by banks during the month

Quarterly:

- Associate with banks and arrange for SHG Credit Camps

Annually:

- Organize banker's orientation program
- Arrange for banker's award function
- Monitor the preparation and submission of MCPs.
- Validate the records in the interest subvention proposal and submit the corrected list to SMMU.

6) Name of the post	Assistant Project Officer(S & P)
Roles and Responsibilities	<ul style="list-style-type: none"> • To co-ordinate between District Mission Management Unit and Block Mission Management Unit. • Implement all activities of Skill and Placement of TNCDW schemes at the District level. • To co-ordinate announcements and new projects and other works implemented by Government.
Mobilization, Training and placement	<ul style="list-style-type: none"> • Preparation of Panchayat wise, block wise and district wise plan for mobilisation of DDU-GKY, RSETI and other training programs. • Organizing district level Skill Sub Committee Meeting. • Mapping of Skill demand and skill training providers for the district. • Collection, Compiling, Maintenance and Updation of Youth Register at Village and District Level
Capacity Building	<ul style="list-style-type: none"> • Ensuring the availability and functioning of CRPs at village level for Skilling and Placement Programs. • Building capacities of staff, Community Cadre and PRIs and CBOs.
Job Mela / Youth Skill Festival	<ul style="list-style-type: none"> • Mapping of reputed employers in the districts • Organizing Job Melas / Youth Skill Festival • Follow up with selected candidates for Training and direct placement
Kaushal Panjee	<ul style="list-style-type: none"> • Updation of all eligible youth in Youth Skill Register. • Enrollment of eligible youth at Kaushal Panjee App

Inspections	<ul style="list-style-type: none"> • Inspection of Training Centres once in weekly. • Updation of inspection reports in the Kaushal Bharat Portal. • Inspection of RSETI Training centres
Monitoring	<ul style="list-style-type: none"> • Monitoring of Training, Placement and Settlement • Monitoring of Post Placement by periodic inspections • Regular Review Meetings for BCs and CP(Jobs) • Maintain CP (Job) data in e-Mathi portal and updating the data periodically.
Industry Engagement	<ul style="list-style-type: none"> • Facilitation for identification of potential industry partner for the district
e-SOP Certification	<ul style="list-style-type: none"> • e-SOP certification by Assistant Project Officer (S & P). • Facilitation of e-SOP certification by PIA team member
Interventions in Samthavapuram Villages	<ul style="list-style-type: none"> • Create awareness on Skill Training Programme. • Skill need assessment for the eligible Youth and arranging suitable Skill Training for the wage / self-employment to promote livelihood.
IEC Activities	<ul style="list-style-type: none"> • Preparation of IEC Materials (Pamphlets, Bit Notices, Posters, etc.) • Dissemination of IEC materials and creating awareness among the public and CBOs.

Documentation	<ul style="list-style-type: none"> • Timely submission of Progress report on mobilization and training, Job mela and youth skill festival etc. • Preparation of Success Stories
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Deliverables:

Daily:

- Monitoring Block Coordinator (CB and Skills) in all blocks and overall monitoring of the nodal block.
- Updating of progress and act upon letter/ Mail/ WhatsApp messages from DMMU and SMMU.

Weekly:

- Inspecting all the training centers in the district and verify the entitlements, SOP adherence every week.
- Mobilization meetings with PIAs at least one per week.
- Attend block level mobilization camps minimum one per week.
- Conducting online review with BC (CB and Skills) once in a week.

Monthly:

- Monitoring the enrollment of eligible youth in Kaushal Panjee app and updation of youth skill registers.
- Facilitation for identification of potential training partners as per SOP.
- Dissemination of IEC materials and creating awareness among the public and CBOs.
- Tracking and verifying of placed candidates provided by the PIA.
- Facilitate to organize Job Melas, Mobilization camps and Youth skill festival as per the district target periodically.
- Monthly review meetings for BC (CB and Skills), verifying the tour dairies, documenting best practices and success stories, etc.

Quarterly:

- Conduct of convergence meeting with line departments like TNSDC, District Employment Officer, District Differently Abled Welfare Officer etc.,

Annually:

- Preparation of Panchayat wise and Block wise Mobilization plan.

7) Name of the post	Assistant Project Officer(A&A)
Roles and Responsibilities:	<ul style="list-style-type: none"> • To assist Project Director in the implementation of all schemes under TNCDW. • Overall administration of the District Office. • Implement all activities of TNCDW schemes at the District level. • To co-ordinate all Assistant Project Officers and other convergence. • To co-ordinate announcements and new projects and other works implemented by Government
Administration	<ul style="list-style-type: none"> • All establishment matters related to all Projects. • Overall co-ordination of Office Administration. • Ensure that office procedures mentioned in Government Office Manual are being followed. • Recruitment of Project staff at DMMU and BMMU level as per the instructions given by SMMU. • Transfer and postings of BMMU staff. • Preparation and timely submission of DMMU and BMMU staff position and vacancy position to SMMU at all levels. • Monitoring of timelines of agreements. • Performance Appraisal of APOs, BMM, BC, COs and Project staff for every year. • Follow up the Court cases and allegations for disposal in time. • Monitor the disciplinary cases pending in Districts. • Ensure the quality disposal of RTI petitions, MMD petitions, CPGRAMS portal petitions including the complaint petitions also.
Procurement	<ul style="list-style-type: none"> • All procurements should be done as per the Tender and Transparency Acts and Rules / TNSRLM Procurement manual

	<ul style="list-style-type: none"> • Office maintenance and purchases of all assets, stationeries, etc. • Day-to-day maintenance and management of the DMMU office. • Logistics support to NMMU/SMMU officials.
Maintenance of Assets	<ul style="list-style-type: none"> • Office maintenance and vehicle maintenance. • To ensure that office procedures is being followed including insurance of all assets of DMMU and Block offices and maintenance of Fixed Assets Register, Final asset verification periodically. • Tracking of all activities regarding contracts including AMC.
Monitoring	<ul style="list-style-type: none"> • Send the Project Director's tour dairy to SMMU. • Obtaining the tour diaries of Zonal APOS and submission to SMMU after PO's remarks. • Performance Appraisal of contract APOs. • Performance Appraisal of Block Mission Managers and Block Co-ordinators.
Legal issues and Grievance petitions	<ul style="list-style-type: none"> • Handling the court cases and legal issues. • Disposal of CM cell, GDP, MMD and other Grievance petitions. • RTI petitions
Maintenance of Accounts	<ul style="list-style-type: none"> • Maintenance of updated books of accounts and records at district level. • To assist and ensure finalization of annual accounts. • Timely disbursement of salaries and other claims. • To verify that Tax Deductions and other deductions are remitted in time without fail. • To implement PFMS in the district finalization of all account maintained in districts. • Reconcile monthly accounts, bank reconciliation and clear audit objections.

	<ul style="list-style-type: none"> • To verify that advances are settled in time
Annual Action Plan	<ul style="list-style-type: none"> • Preparation of District Annual Action Plan. • Requirement of funds for the quarter to be submitted to SMMU well in advance.
Auditing of Accounts	<ul style="list-style-type: none"> • Ensure the verification of Accounts by Statutory Audit and Internal Audit. • Produce all vouchers and other accounts records to Statutory Audit and Internal Audit. • Monitoring of audit queries received from Statutory Auditor and internal auditors and furnishing of replies in time
Monthly Accounts reports	<ul style="list-style-type: none"> • Preparation of Interim Unaudited Financial Report (IUFRR) and all related statement.

Deliverables:

Daily:

- Streamline the administration of District and Block office.
- To ensure that office procedures mentioned in Govt. Office Manual, are being followed.
- Office maintenance and purchases of all assets, stationeries, etc.
- Ensure adherence to guidelines of NRLM in all procurement activities.
- Maintenance of updated books of accounts and records at District level.
- To ensure all the payments to be made through PFMS in the district.
- All vouchers to be generated in Busy software based on PPA generated through PFMS.
- To ensure that office procedures mentioned in Govt. Office Manual, are being followed.
- Any other task assigned by Head office and Project Director.

Weekly:

- Maintenance of Fixed Assets Register, Final asset verification periodically.
- Logistics support to NMMU/SMMU officials

Monthly:

- Preparation and timely submission of DMMU and BMMU staff position & staff cost to SMMU at all levels.
- To obtain the tour diaries of Zonal APOs and submission to SMMU after PO's remarks
- Performance appraisal of contract APOs and Block staff.
- Legal issues /GDP/ RTI/ MMD / CPGRAMS portal petition
- Insurance of all assets of DMMU and Block offices.
- Tracking of all activities regarding contracts including AMC
- Timely disbursement of salaries and other claims.
- To verify that advances are settled in time
- To ensure the filing of income tax returns in time.
- Reconcile monthly accounts and bank reconciliation.
- Compilation of IUFR and all related statement
- Monitoring of timely release of funds for all schemes transferred by SMMU.

Annually:

- Compilation of District Annual Action Plan
- To assist and ensure finalization of annual accounts
- Reply to the internal audit paras and Statutory Audit paras.
- Requirement of funds to be submitted to SMMU well in advance
- Monitoring of time lines of agreements

8) Name of the post	Assistant Project Officer (NULM)
Roles and Responsibilities	<ul style="list-style-type: none"> • To Assist Project Director to implement all schemes of NULM. • Implement all activities of TNCDW schemes at the District level. • To co-ordinate announcements and new projects and other works implemented by Government.
SMID	<ul style="list-style-type: none"> • Mobilize from left out urban poor into SHGs and its federations in all Urban Local Bodies. • Conducting meetings for Community Organizers and Office Bearers of Community Based Organizations to review the progress of formation of SHGs, ALFs and CLFs. • Monitoring the training calendar to ensure timely completion of trainings to SHGS, ALFs and CLFs.
Disbursement of Revolving Fund and Bank Linkage	<ul style="list-style-type: none"> • Organise Community Grading for distribution of Revolving Fund to eligible SHGs. • Conducting rating for the eligible SHGs and recommend to banks for providing bank linkage
Establishment of City Livelihoods Centres (CLCs)	<ul style="list-style-type: none"> • Ensure establishment and effective functioning of City Livelihoods Centres (CLC) at the Corporations and Municipalities • Conduct meetings with City Livelihoods Centre Manager and Office Bearers to assess the progress of CLCs.
Employment through Skill	<ul style="list-style-type: none"> • Collection and periodical updating of Youth data in ULB wise

Training and Placement	<ul style="list-style-type: none"> • Mobilization of eligible youth for provide skill training • Handholding the Skill Training Providers to mobilize eligible youth in ULB wise.
Monitoring of Training	<ul style="list-style-type: none"> • Periodical inspection of Training and Training centers. • Ensure the coverage of youth as per DAY-NULM guidelines • Monitor the job opportunity given by Skill Training Providers
Handholding for Self-Employed youth	<ul style="list-style-type: none"> • Providing Handholding support in preparation of business plan • Assisting them to avail the financial assistance with banks. • Help them to provide EDP training from various line department through convergence.
Livelihoods	<ul style="list-style-type: none"> • Ensure to start up individual / groups entrepreneurship. • Identification and formation of activity clusters at ULB level. • Ensure periodical training on packaging and Branding shall be given. • Ensure proper marketing linkages for the individuals and groups enterprises.
Self Employment Programme	<ul style="list-style-type: none"> • Identification of eligible Individual / Groups • Preparation of rating schedule and adhere at ALF / ULB level. • Ensure rating of eligible Individual / SHGs time to time.

Task Force Committee	<ul style="list-style-type: none"> • Scrutinize the applications based on the eligibility criteria. • Assisting to analyze / customize and recommend to the concerned bank branches through Task Force Committee. • Assisting in conducting meeting of Task Force Committee under the Chairmanship of District Collector every month.
Processing of Loan Application	<ul style="list-style-type: none"> • Ensure forwarding the loan applications from Lead District Office to concerned bank branches. • Fixing the schedules with Individuals / SHGs and bank branches for loan documentation. • Ensure disbursement of loan to individuals and groups timely.
Online MIS Updation	<ul style="list-style-type: none"> • Ensure ULB wise updation of basic information on application n online MIS portal by ULBs. • Ensure updation of loan details after disbursement.
Tracking Repayments	<ul style="list-style-type: none"> • Preparation of DCB (Demand, Collection and Balance) Calendar at ALF level • Ensure 100% repayment through tracking of repayments regularly. • CBRM (Community Based Recovery Mechanism) Committee meeting should be conducted if overdue / NPA.
Interest Subvention	<ul style="list-style-type: none"> • Ensure verification and approve eligible individuals / groups into PAiSA portal before 20th of every month

	<ul style="list-style-type: none"> • Reconciliation interest subvention released through PAiSA portal with individual / group passbook. • Rectify the PAiSA portal remarks every month.
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Deliverables:

Daily:

- Monitoring the work of Community Organizers in Urban Local Body wise.
- Guide and Monitor the MIS persons to update the progress report in all components.
- Maintain data base of training, trainers, Community cadre and feedback.
- Monitor the attendance enrolment in Skill Training Centre under ESTP component.
- Monitor the PMSVANidhi progress in the portal regularly.
- Any other task assigned by the Project Director.

Weekly:

- Mobilize from left out urban poor into SHGs for saturation in all Urban Local Bodies.
- Organise Community Grading for distribution of Revolving Fund to eligible SHGs.
- Mobilization of urban youth for Employment through Skill Training and Placement.
- Conduct weekly review meeting with Skill Training Providers.
- Ensure the effective functioning of City Livelihoods Centres, Area Level Federations and City Level Federations.
- Inspection of Skill Training Centres and ensure adherence of ESTP guidelines in the training.
- Visit Self Employment Programme beneficiaries and analyse the business flow.

- Meeting with Bank Branch managers to ensure prompt disbursement of PMSVANidhi and SEP loans and repayment as well.

Monthly:

- Monitoring the Revolving Fund released to all eligible SHGs in ULBs of the district.
- Conducting monthly meeting for Community Organizers and Office Bearers of Community Based Organizations.
- Monthly review meeting with Community Organizers and CRPs.
- Meeting with City Livelihoods Centres managers and officer bearers.
- Analyzation of City Livelihoods business plans and to ensure income generation.
- Ensure monthly physical and financial report reaches State Mission Management Unit in all components.

Annually:

- Ensure the Renewal of City Livelihoods Centres, Area Level Federations and City Level Federations.
- Auditing of CBOs (SHG, ALF, CLC and CLF) as on 31st March of every year.
- Grading of CBOs periodically
- Prepare training calendar and monitoring.
- Assessment of Skill Training Institutes based on the Self Evaluation format.
- Updation of reports in NULM MIS portal.

BLOCK MISSION MANAGEMENT UNIT

9) Name of the post	Block Mission Manager
Roles & Responsibilities	<ul style="list-style-type: none"> • Act as head of Block Mission Management Unit and link between the District Mission Management Unit and Block level.
Social Mobilization and Institution Building	<ul style="list-style-type: none"> • Monitor the identification and inclusion of the left out target people into SHGs on Saturation approach and federating them into PLFs • Monitor the functions of SHGs including revival • Assist the Block Co-ordinator for SHGs formation and SHGs grading. • Ensure the timely release of Revolving Fund, Community Investment Fund and Vulnerability Reduction Fund.
Capacity Building	<ul style="list-style-type: none"> • Assist the Block Co-ordinator for SHGs training and other trainings
Livelihood Promotion	<ul style="list-style-type: none"> • Implement the farm and non farm livelihood activities at the Block. • Assist the Block Co-ordinator to arrange trainings to Block staff and Community cadres on Livelihood schemes at Block level • Conduct SHGs exhibitions for marketing their products. • Inspect farm and non farm livelihood activities at the Block level. • Monitor the entry of progress of Livelihood activities in GoI and Enterprise Management Portal

Partnership and Convergence	<ul style="list-style-type: none"> • Implement the Convergence programmes at the Block level. • Co-ordinate with the line departments for convergence opportunities.
Financial Inclusion	<ul style="list-style-type: none"> • The monitor performance Block Co-ordinators and ensure 100% disbursement of SHG loans, interest subvention and NPA recovery, and insurance coverage. • Verify the disbursement of RF, CIF and SHG bank linkage with passbook entry. • Ensure that SHG credit linkage issues are clearly discussed in the BLBC.
Management Information systems	<ul style="list-style-type: none"> • Verify the block level MIS reports and send the progress reports to the BMMU. • Monitor the entry of scheme progress reports in the NRLM and NULM portal. • Conduct periodical meetings with the BMMU staff.
Monitoring	<ul style="list-style-type: none"> • Collection of all reports of TNSRLM activities from the Block Co-ordinators on their respective thematic areas and submit to the Zonal Assistant Project Officers. • Ensure the preparation of all reports of scheme activities like Institution Building and Capacity Building, Livelihood, Partnership and Convergence, Management Information system, financial inclusion and submission to DMMU office for attending monthly review meeting.
Skill Training - DDUGKY	<ul style="list-style-type: none"> • Monitoring the enrollment of youth in Kaushal Panjee app.

	<ul style="list-style-type: none"> • Mobilize Job mela periodically. • Mobilize Ilaignar Thiran Thiruvizha as per SOP
Administration	<ul style="list-style-type: none"> • Assign the duties to Block Co-ordinators and other staff at the Block level. • Supervise all activities of TNCDW schemes at the block level. • Conduct frequent meetings with BMMU staff. • Follow up action on BMMU meeting minutes. • Monitoring annual subscription of Mutram by SHGs
Accounts	<ul style="list-style-type: none"> • Monitor the timely release of funds for all schemes transferred by DMMU and timely disbursement of salaries to the grass-root level. • Conduct audit of financial management of BMMU

10) Name of the post	Block Co-ordinator (SM&IB)
Roles & Responsibilities	<ul style="list-style-type: none"> • Implement the Social mobilization & Institutional Building activities at the Block level
Formation of New Groups	<ul style="list-style-type: none"> • Bring the eligible target Households including special category into SHGs fold to attain the saturation in terms of social mobilization and monitoring the effective functioning of SHGs.
Functioning of CBOs	<ul style="list-style-type: none"> • Build vibrant CBOs like PLF and BLF and ascertain the well functioning of CBOs
PLFs / BLFs	<ul style="list-style-type: none"> • Ensure all SHGs federated into PLFs • Ensure representation of disabled, vulnerable and tribal in all PLFs • Ensure all SHGs federated into BLFs • Ensure representation of disabled, vulnerable and tribal in all BLFs
Renewal of PLFs / BLFs	<ul style="list-style-type: none"> • Renew PLFs and BLFs in every financial year
Rotation of office Bearers	<ul style="list-style-type: none"> • Ensure rotation of the Office Bearers in every two years and same person cannot be Office Bearers for more than 2 terms.
Auditing of CBOs	<ul style="list-style-type: none"> • Audit of CBOs (SHG /PLF/VPRC) on 31st March of every year
Grading of CBOs	<ul style="list-style-type: none"> • Ensure grading of CBOs once in 6 months periodically
Proper utilization of Project Fund to PLFs/SHGs	<ul style="list-style-type: none"> • Monitor the timely release of Community Investment Fund, RF and VRF to PLFs / SHGs. • Ensure the proper utilization of RF, CIF and VRF for the intended purposes and monitor

	prompt repayment
Strengthening of Block Level training Center	<ul style="list-style-type: none"> Strengthen Block Level training center (Vattara MaKaMai)
Grading of Community Cadres	<ul style="list-style-type: none"> Conduct regular fortnightly meetings for CSTs / CRPs / CBCs / CPs Grade the performance of Community Cadre regularly
Training	<ul style="list-style-type: none"> Prepare training needs assessment for CBOs Prepare training calendar. Maintain data base of training Master trainers. Community cadre and their feedback about training.
Release of payment	<ul style="list-style-type: none"> Ensure timely release of payment to training institutions, CBOs (SHGs/PLFs/SHGs) Ensure resource person honorarium as per the (admissible) claims received from individuals concerned
Documentation	<ul style="list-style-type: none"> Document the success stories and best practices of CBOs and individuals on IB & CB activities. Document the key project training activities at the Block level
Workshop	<ul style="list-style-type: none"> Organize workshops, seminars at Block level
Data updation	<ul style="list-style-type: none"> Update entries in e-mathi portal (MIS/ME) Collect and submit the field reports to DMMU
MUTRAM Magazine	<ul style="list-style-type: none"> Monitor the distribution of Mutram Magazine to all SHGs.

	<ul style="list-style-type: none">• Ensure the subscription of Mutram Magazine by all SHG members including newly formed SHGs.• Collect the articles from SHGs, PLFs, BLFs and other community members through the Project Director, TNSRLM.
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11) Name of the post	Block Co-ordinator (Livelihood)
Roles & Responsibilities	Implement the Livelihood activities at the Block level
Livelihood	<ul style="list-style-type: none"> • Preparation of block and village wise action plan for Farm and Non-Farm Livelihood activities for all the villages in the block. • Preparation of Block wise requirements of farm livelihood activities.
General	<ul style="list-style-type: none"> • Support CRPs for mapping livelihood activities • Participate in meetings and monitor functions of CBOs • Facilitate and mobilize trainings conducted by SMMU and DMMU. • Coordinate with line departments for convergence • Complete duties assigned by higher officials • Disseminate WhatsApp messages received from DMMU and SMMU • Updation of portal
Farm Livelihood	<p>Daily</p> <ul style="list-style-type: none"> • Monitor activities of CRP (Farm) in survey of Women farmers and agri-entrepreneurs. Entry in MKSP and NRLM Portal. • Supervise field activities of CRP (farm) <p>Weekly</p> <ul style="list-style-type: none"> • Participate in meetings conducted at Integrated Farming Cluster and Natural Farming Cluster. • Conduct meetings for Producer Groups and report to APO LP

	<ul style="list-style-type: none"> • Monitoring the entry of livelihood scheme progress in the MKSP and NRLM Portals. • Dissemination of WhatsApp messages received from head office to CRPs. <p>Monthly</p> <ul style="list-style-type: none"> • Attend monthly meeting conducted by APO / PD • Prepare case study for all farm related activities • Facilitation of registration of Natural Village clusters. • Facilitation of training to CRPs, SHG members and CBOs like Producer groups, Integrated farming clusters, etc. <p>Quarterly</p> <ul style="list-style-type: none"> • Facilitation of convergence meetings with line departments. • Release of funds to beneficiaries and CBOs and monitoring proper fund utilization. • Monitoring the functioning of Producer groups, Tool banks, CHCs, Goat Bank, etc. and verification of records and ledgers. <p>Annually</p> <ul style="list-style-type: none"> • Appraising the DMMU on the performance of CRPs and functioning of CBOs. • Documentation of best practices of CRPs, SHG members and CBOs. • Preparation of credit ratings of CRPs.
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<p>Non-Farm Livelihood</p>	<p>Daily</p> <ul style="list-style-type: none"> • Monitor daily activities of CRP(EP) in enterprise survey, preparation of business plan and support of enterprises. • Supervise the enterprise activities of CRP-EP <p>Weekly</p> <ul style="list-style-type: none"> • Assess and arrange training for CRP (EP) by informing APO /PD • Monitor the loan disbursement from OSF and recovery status. • Entry on business plan preparation in EMS portal. • Update EMS portal on loan disbursement and repayments. • Dissemination of WhatsApp messages received from head office to CRPs. <p>Monthly</p> <ul style="list-style-type: none"> • Participate in monthly meetings of One Stop Facility Centre, Block Business Resource Centre and Cluster to facilitate the proceedings. • Attend Block level bankers meeting • Prepare case study for every month. • Identification of enterprises for State and National exhibitions <p>Quarterly</p> <ul style="list-style-type: none"> • Facilitation of convergence meetings with line departments. • Release of funds to beneficiaries and CBOs and monitoring proper fund utilization.
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	<ul style="list-style-type: none">• Monitoring the functioning of Individual Enterprise promotion, Group enterprises and verification of records and ledgers. <p>Annually</p> <ul style="list-style-type: none">• Appraising the DMMU on the performance of CRP-EP and functioning of CBOs.• Documentation of best practices of CRP-EP, SHG members and CBOs.• Preparation of credit ratings of CRP-EPs.
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12) Name of the post	Block Co-ordinator (MIS, M&E)
MIS	<ul style="list-style-type: none"> • Maintenance of all data at Block level. • Updation and management of data in all on-line portal and mobile App. • Follow-up and technical support to CBOs and CRPs for data collection and updation in portals. • Reconciliation the data with actual progress • Maintenance of systems and accessories at Block and Village level.
Monitoring	<ul style="list-style-type: none"> • Monitor of process and progress for various activities under TNSRLM. • Conduct regular meeting of BLBC, BPCC and other meetings • Support BMM to Conduct meetings with CBO's and CRPs • Monitor and support the CSTs activities • Submission of reports to DMMU • Monitor the functioning of the Esevai maiyams/CSCs • Dissemination of information and instructions to Village • Maintenance of Books and Registers • Facilitation and support for Grading and Auditing • Carryout instruction of BM and DMMU • Filed visit to villages, review and report to DMMU.

13) Name of the post	Block Co-ordinator (Convergence)
Social Inclusion and Social Development	<ul style="list-style-type: none"> • Preparation of convergence Annual Plan for Blocks. • Preparation and implementation of communicating strategy. • Sensitize all the stakeholders and line department officials at Block level on the importance of various convergence related activities. • Collect information from field experience to contribute to in-house magazine of SMMU. • Prepare handouts and updating leaflets to inform the community on various schemes to stake their claims. • Co-ordinate for SHG meetings at block level as well as for the grievance day / Grama Sabha. • Establish partnership with Government / Non-Government Organizations.
PRI-CBO	<ul style="list-style-type: none"> • Analyse the potential for convergence at PLF/VPRC and SHG level. • Ensuring Convergence of various schemes entitlement to the target poor as per need with reference to development plan of VPRC. • Extending guidance and co-ordination to the VPRCS in the preparation of Vulnerability Reduction Plan (VRP) in specific to PWDs, Elderly. Mentally

	<p>affected persons. Tribals woman who are vulnerable (widow, single woman, survivor of human trafficking, women of WHHS sex workers, etc.).</p> <ul style="list-style-type: none"> • Guiding CBOs in the formulation of Village Poverty Reduction Plan from gender perspective and support them in identifying various needs (Livelihood, financial, safety and social security, legal, socio-psychological etc).
FNHW	<ul style="list-style-type: none"> • Support the BMMUS and CBOs in the implementation of FNHW interventions and converging with the Activities of NNM (National Nutrition Mission – Poshan Abhiyan).
Gender	<ul style="list-style-type: none"> • Conduct of Training at Block and District level for Gender, Review of SAC at PLF and GPP / Gender Form etc.
Monitoring and Reporting	<ul style="list-style-type: none"> • All convergence related activities of BMMU
Menstrual Hygiene Management	<ul style="list-style-type: none"> • Proper co-ordination and conduct of Training by MHM Trainers at Block level in 105 Blocks.
Information Education Communication	<ul style="list-style-type: none"> • Collect case studies, good documentation for special initiatives, Projects done at Block level.

14) Name of the post	Block Co-ordinator (FI)
Roles and Responsibilities	<ul style="list-style-type: none"> • To ensure preparation of MCP, Credit rating of SHGs and timely submission of loan applications and follow up with Bank for disbursement. • To attend BLBC meeting and follow disposal of pending loan applications. • To achieve the target under SHG – BLP for the block. • To extend support to Banks for NPA recovery. • To organize FL programmes, Credit camps and insurance enrolment camps. • To monitor the performance of CBCs. • To collect, consolidate and report the performance of all works under FI component for the block.
SHG Bank Linkage	<ul style="list-style-type: none"> • Assisting PLFs to prepare bulk loan proposal and timely lending • Monitoring regular SHG Bank Linkage repayment • Ensuring the proper functioning of CBRM committee functioning • Timely intervention to delayed SHG repayment • Conducting financial literacy training and camps to SHGS • Monitoring community bank coordinators duties and responsibilities
Micro Credit Plan	<ul style="list-style-type: none"> • Prepare MCP for all SHGs and PLF by February every year.

SHG / PLF rating	<ul style="list-style-type: none"> To ensure 100% credit rating is done every year. The rating calendar to be prepared and followed up.
Interest Subvention	<ul style="list-style-type: none"> Creating awareness on interest Subvention Programme, and ensure that all eligible SHGs get interest Subvention. Submission of Interest Subvention validated proposal within a week of receipt of download to DMMU
Insurance schemes	<ul style="list-style-type: none"> Ensuring insurance coverage for all SHG Members. Supporting SHG members in claim settlement under insurance schemes.
NPA recovery	<ul style="list-style-type: none"> Coordinate with banks and conduct NPA recovery camps

Deliverables:

Daily

- Monitor the activities of CBCs
- Act upon the letters/ instructions received from DMMU and furnish the details in time
- Enter the details of SHG credit linkage in the portal real time basis
- Upload SHG loan applications in the "Online SHG loan application system" developed by DAY-NRLM and report the progress.

Weekly

- Make frequent field visits and monitor the functioning of CBCs.
- Conduct at least one meeting with CBCs. Assess their performance under SHG Credit Linkage, loan repayment and digital banking services.
- Report the progress to DMMU

- Follow up with banks to speed up the process loan applications

Fortnightly

- Follow up of pending loan applications with banks
- Coordinate with DMMU in organizing FL camps
- Review the progress under PMJJBY, PMSBY, PMJAY and CMCHIS, Claim Management and APY enrolment
- Report the progress to DMMU

Monthly

- Report the progress of conduct of the FL camps
- Report the progress under NPA Recovery, pending loan application status and details Digital transactions
- Coordinate with banks to arrange for Joint Recovery Camps
- Participate CBRM committee meetings regularly
- Participate in grading exercise carried out by banks during the month.

Quarterly

- Attend BLBC meeting in the respective block and escalate issues if any.
- Associate with banks and arrange for SHG Credit Camps

Annually

- Monitor the preparation and submission of MCPs.
- Validate the records in the interest subvention proposal and submit the corrected list to DMMU.

15) Name of the post	Block Co-ordinator (Skills)
Roles and Responsibilities	<ul style="list-style-type: none"> • Implement the Skill & Placement activities at the block level.
Mobilization	<ul style="list-style-type: none"> • Preparation of Panchayat-wise and block-wise mobilization plan for DDU-GKY and RSETI. • Collection, Compiling, Maintenance and Updation of Youth Register at Village Level. • Preparation of action plan at Block level – village wise for Youth Mobilization b) Training c) Job Mela
Capacity Building	<ul style="list-style-type: none"> • Ensuring the availability of CRPs and monitoring their roles. • Building capacities of Community Cadre and PRIs
Job Mela / Youth Skill Festival	<ul style="list-style-type: none"> • Mobilizing eligible youth for Job Melas and Youth Skill Festival. • Regular follow up with selected candidates for placement. • Counselling for the parents as well as candidates for joining skill training / direct placement.
Kaushal Panjee	<ul style="list-style-type: none"> • Updation of all eligible youth in Youth Skill Register. • Enrollment of eligible youth at Kaushal Panjee App.
Inspections	<ul style="list-style-type: none"> • Inspection of Training Centres once in every week. • Submission of inspection to District Units.
Monitoring	<ul style="list-style-type: none"> • Monitoring of VPRCs to update and maintain the youth register of PIP and Kaushal Panjee

	<ul style="list-style-type: none"> • Maintain CP (Job) data in e-Mathi portal and updating the data periodically. • Regular Review Meetings for CP(Jobs) • Monitoring of payments made to CP(Jobs) for mobilization by PIAs
Industry Engagement	<ul style="list-style-type: none"> • Facilitation for identification of potential industry partner for the district.
IEC Activities	<ul style="list-style-type: none"> • Developing of Village wise brand ambassador for DDU-GKY • Dissemination of IEC materials and creating awareness among the public and CBOs. • DDU-GKY skilling becomes an agenda for reviewing training, placement and job mela in PLF meetings. • Ensuring IEC posters display in all prominent locations like panchayat Offices / Bank branches – RRBs with successful case studies
Documentation	<ul style="list-style-type: none"> • Documentation of Success Stories • Maintenance of following registers (a) CP Job register (b) Village wise youth data (c) Contact details of CP Jobs (d) Database of local jobs/ industries.

16) Name of the post	Community Organizers
Social Mobilisation and Institution Development	<ul style="list-style-type: none"> • Facilitate and promote voluntarism and organizing community structures/groups of the BPL population in urban areas. Identification and federating vulnerable urban population like Rag pickers, Sanitation workers, Street Vendors etc. • Organizing community level training and information sharing; • Identification and capacity building of Community Resource Persons (CRP) for strengthening of NULM activities. • Verification, restructuring and revival of old urban SHGs formed.
Convergence	<ul style="list-style-type: none"> • Guide and assisting the community in need assessment and formulating plans based on local demand • Liaison with the sectoral departments, facilitating the implementation of convergence activities with various government department like Health, ICDS, Slum Clearance board etc. to establish initial contacts with the community.
Youth Skill Training and Livelihoods	<ul style="list-style-type: none"> • Facilitate community skill Training and Placement for employment by mobilizing suitable urban candidates; • Plan and coordinate for necessary Entrepreneurship Development Training (EDT) for the SEP beneficiaries. • Steps are to be taken to start up individual / groups entrepreneurship.

	<ul style="list-style-type: none"> • Identification and formation of activity clusters at ULB level. • Training for packaging and Branding of SHG products shall be given. • Identification and facilitating marketing linkages for the urban SHG products through District Mission Management Units.
Self Employment Programme	<ul style="list-style-type: none"> • Identification of suitable beneficiaries for self employment ventures, facilitating bank linkage for individual and group enterprises, preparation of the applications for bank linkage and subsequent follow up with the ULBs /Banks / Administration until final disposal of the application. Federating street vendors for promoting their livelihood activities and facilitation for the bank linkage. • Regular follow up with the financed beneficiaries to monitor the progress of the self-employment venture as also timely repayment of loans, etc. • Implementation of NULM activities in slum areas (Notified, Non-Notified) and slum tenements.
City Livelihood Centre	<ul style="list-style-type: none"> • Facilitate the functioning of CLCs in order to bridge demand-supply gap in urban areas for a plethora of services which are in huge demand, but are un-organised and non-standardised. • Facilitate market linkages and ensuring standards based service delivery will

	enhance the competencies of the urban poor resulting in higher incomes.
MIS Updation	<ul style="list-style-type: none"> • Data updation of NULM activities in MIS portal. • Submission of periodical reports to the District Mission Management Unit.
MUTRAM Magazine	<ul style="list-style-type: none"> • Monitor the distribution of Mutram Magazine to all SHGs. • Ensure the subscription of Mutram Magazine by all SHG members including newly formed SHGs. • Collect the articles from SHGs, PLFs, BLFs and other community members and send to SMMU through the Project Director, TNSRLM.

COMMUNITY CADRES

17) Name of the post	Institution Building and Capacity Building - Community SHG Trainer (CST)
Roles and Responsibilities	<ul style="list-style-type: none"> • Assist Block Mission Manager and Block Co-ordinator in the implementation of IB & CB related activities.
Group Formation	<ul style="list-style-type: none"> • Identification and inclusion of the left out target people i.e Poor, Very poor, Differently Abled, etc. into the Mission in the form of SHGs and federation of SHGs into PLFs. • Revival of defunct SHGs and strengthening of SHGs • Monitor the functioning of SHGs.
Trainings	<ul style="list-style-type: none"> • Attend trainings and review meeting conducted by blocks. • Arrange to conduct of Capacity Building training like SHG A & R and Members training, SHG Book keeping training etc. to the assigned Self-Help Groups and other defunct groups in their village through PLFs. • Provide information on eligible SHGs to BCs for conducting training to newly formed SHGs, revived SHGs (report based on format I and II).
MIS	<ul style="list-style-type: none"> • Monitor the entry of scheme progress in the online portal.

	<ul style="list-style-type: none"> To update the details of SHGs and fund transactions in e-mathi and SHG mobile app.
Maintenance of records	<ul style="list-style-type: none"> Support the SHGs in maintaining and updating the books of accounts such as Receipt, Payment, Cash Book, General Ledger, Loan ledger, Loan tracking register, etc.
Meetings	<ul style="list-style-type: none"> Participate in the weekly SHG meetings to ensure that the SHG meetings are conducted properly.
Reports	<ul style="list-style-type: none"> Consolidation and submission of Income and expenditure statement to BMMU / DMMU (DCB format) Submission of monthly report in the prescribed format to BMMU/DMMU (CST – SHG monitoring format I and II) Submit the monthly report on SHGs to PLF every month. (CSTs are eligible to receive honorarium only on submission of monthly report in the SHG monitoring format I and II).
Project Fund	<ul style="list-style-type: none"> Identification of eligible SHGs for receiving RF and CIF. Facilitate the PLFs to release the scheme fund to SHGs in time. Monitor the proper utilization of CIF/ VRF (starting up of economic activities) Ensure the proper utilization of scheme fund like RF and Community Investment Fund by the SHG members.

Bank linkages	<ul style="list-style-type: none"> • Identifying SHGs ready to avail bank credit linkages. • Facilitation in preparation of Micro Credit Plan by CBCs.
Grading and auditing	<ul style="list-style-type: none"> • Facilitate for grading of SHGs to receive RF, CIF • Facilitate for quarterly grading of SHGs in MCLF areas • Facilitate the SHGs for grading and auditing.
MUTRAM Magazine	<ul style="list-style-type: none"> • Monitor the distribution of Mutram Magazine to all SHGs. • Ensure the subscription of Mutram Magazine by all SHG members including newly formed SHGs. • Collect the articles from SHGs, PLFs, BLFs and other community members through the Project Director, TNSRLM.

18) Name of the post	Livelihood Promotion Community Resource Person(Farm)
Roles and Responsibilities:	<ul style="list-style-type: none"> • Implement farm activities at the Block level. • Act as a link between Women Farmers and Block Mission Management Unit. • Survey of Farm Livelihood activities by SHG in Panchayats • Preparation of action plan on farm livelihood activity of the village panchayat
Identification of Beneficiaries	<ul style="list-style-type: none"> • Identification of beneficiaries for farm livelihood activities viz. Moringa Farming Clusters, Vegetable Farm units, Bio-Input Production, Goat bank, Back Yard Poultry, Azolla units, Piggery Units, Fishery units, Fodder cultivation, Mushroom cultivation and Millet Production clusters.
Capacity Building	<ul style="list-style-type: none"> • Capacity building to women SHG farmers on various farm livelihood activities viz. Moringa farming, Vegetable farming, Bio-input production, Goat rearing, Back Yard Poultry, Azolla cultivation, Pig rearing, Fishery, Fodder cultivation, Mushroom Production and Millet cultivation.
Profiling of Women SHG farmers	<ul style="list-style-type: none"> • Basic details of women SHG farmers of the newly covered village panchayats should be collected and entered in the profiling form.
Distribution of inputs to the beneficiaries	<ul style="list-style-type: none"> • Co-ordinate with the Block Coordinator (LP) for distribution of inputs related to implementation of various farm livelihood components to the concerned beneficiaries

	depending on the farm livelihood component.
Conduct of Meeting	<ul style="list-style-type: none"> • conduct meeting for community based organization in the village panchayat such as Producer groups, Natural Farming Clusters, Millet production clusters, etc. by every month.
Portal Entry	<ul style="list-style-type: none"> • Updation of details of Producer groups formed, vegetable farm units established, Tool bank established, Goat rearing units, Back yard poultry units established in the MKSP portal within 15 days from establishment of the respective components.
Geo Tagging	<ul style="list-style-type: none"> • Geo Tagging of various farm livelihood components established in the village panchayat should be geo-tagged using the mobile app within one month from establishment of the respective component.

19) Name of the post	Livelihood Promotion Community Resource Person(EP)
Roles and Responsibilities	<ul style="list-style-type: none"> • Implement non-farm activities at the Block level. • Act as a link between Women Farmers and Block Mission Management Unit. • Survey of Non-Farm Livelihood activities by SHG in Panchayats
Setting up of Enterprises	<ul style="list-style-type: none"> • Mobilize the Entrepreneurs and SHG members for triggering exercise to set up enterprise both new and existing enterprises. • Identification and listing out the potential Entrepreneurs for upscaling of enterprises. • Nano, Micro enterprise mapping – All the SHG members in allotted villages through CST, BC LP, BMM. • Identification of market potentials through mentor and intimate them properly • Mobilize entrepreneurs for trainings
Meetings	<ul style="list-style-type: none"> • Participate in SHG meetings • Monitor the Repayment of CEF, Bank loans • Verification and documentation of Assets. • Visiting the households on rotation basis to assess their requirements under non-farm livelihood activities at least 10 households. • Update the market information from daily newspapers and dissemination the information through WhatsApp groups • Visit the BBRC office regularly on daily basis

	<ul style="list-style-type: none"> • Participate atleast 3 SHG meetings in allotted village panchayat and disseminate the business plan preparation with the entrepreneurs • Preparation and submission of atleast 3 applications for availing credit facilities like CEF, CIF, Institutional credit and get it sanctioned • Deputation of atleast 3 identified entrepreneurs to training on enterprise promotion.
<p>Business plan</p>	<ul style="list-style-type: none"> • Preparation of business plan with entrepreneurs • Explain the business plan for approval of SHGs with the entrepreneurs. • Upload the business plan details in Entrepreneurship Management System in the mobile app. • Participate in the BBRC meetings and explain the business plan for getting the approval. • Bank application processing along with business plan for approval after discussion on Fortnightly basis.

20. Name of the post	Partnership and Convergence Community Resource Person
Convergence	<ul style="list-style-type: none"> • Facilitate CBOs for accessing Government scheme benefits. • Creation of awareness about scheme benefits for Vulnerable people • Identify the Marginalized and Vulnerable people • Formation of SHGs for Elderly/Vulnerable/PWD/ Transgender etc. • Capacity building for SHG members on programs implemented. • Bring behavioural change among SHG members in terms of healthy food storage, cooking, eating practices, hand was at critical times. • Enlighten the SHG members on entitlements • Facilitate to constitute and train SAC members at village Panchayat level • Coordination and facilitating the RF/CIF/VRF for the special groups • Identify and coordinate the beneficiary for nutri-garden in backyard. • Promotion of nutri-enterprises at Block level. • 5 days residential training to Bare foot counsellors. • Convergence with line departments for getting the benefits to the community. • Periodical meeting with the target group in the working area.
Village Poverty Reduction Plan	<ul style="list-style-type: none"> • Monitoring the Village Poverty Reduction Plan and integration or Gram Panchayat

	<p>Development Plan and uploading in the portal.</p> <ul style="list-style-type: none"> • To help in implementation of VPRP with the support of PRI. • Documentation of Activities and preparation of case studies on all 4 components in respect of the village panchayats.
<p>Special Projects AGRASR-ESHG formation and training</p>	<ul style="list-style-type: none"> • RBL-Rescued bonded labour project is implemented in 12 districts-Form special SHGs for them, in village punchayet identified. • Menstrual Hygiene management -105 backward blocks in 26 districts, the training to be given to the adolescent girls, SHGs women. • MTM-NCD- Makkalai Thedi Maruthuvam program to be coordinated with WHVs in all 37 districts. • Collect good photos, reports, case studies on all 4 components and special projects.

21. Name of the post	Financial Inclusion Community Bank Coordinator
Roles and Responsibilities	<ul style="list-style-type: none"> • To prepare MCP for all SHGs, Credit rating of SHGs and timely submission of loan applications to the Banks. • To achieve the target given under SHG – BLP for the CBC. • To extend support to Bank for NPA recovery. • To facilitate conduct of FL programmes, Credit camps, Insurance enrolment camps and CBRM Meetings. • To report the performance of all works under FI component.
SHG Bank Linkage	<ul style="list-style-type: none"> • Report the progress under SHG-BLP weekly to BMMU • Support in documentation for bank credit and ensure disbursement of loans • Participate CBRM committee meeting • Act as Financial Literacy Counsellors and conduct FL camps for SHG. • Support the potential entrepreneur among the SHG members for credit assistance
Micro Credit Plan	<ul style="list-style-type: none"> • Prepare MCP for all SHGs and PLF by February every year.
SHG / PLF rating	<ul style="list-style-type: none"> • Facilitate for credit rating for SHGs / CBOs
Interest Subvention	<ul style="list-style-type: none"> • Creating awareness on interest Subvention Programme.

Insurance schemes	<ul style="list-style-type: none"> • Facilitate SHG members for enrolment under PMJJBY, PMSBY, PMJAY and CMCHIS, APY enrolment, create awareness on insurance scheme and pension scheme and ensure 100% enrolment in the allotted area. • Verify the SB Pass book of SHG member to confirm that insurance premium is debited • Help the claimant for preparation of claim, submission and follow up with the bank / insurance company till settlement of the claim.
NPA recovery	<ul style="list-style-type: none"> • Support the banks in NPA recovery.

Deliverables

Daily

- Facilitate SHG members for Credit Linkage, enrolment under PMJJBY, PMSBY, PMJAY and CMCHIS, APY enrolment and digital banking services

Weekly

- Report the progress under SHG – BLP to BMMU
- Support in documentation for bank credit and ensure disbursement of loans

Fortnightly

- Report the progress under insurance schemes to BMMU

Monthly

- Facilitate for credit rating for SHGs / CBOs
- Participate CBRM committee meeting and extend support to banks NPA.
- Act as Financial Literacy Counsellors and conduct FL camps for SHG.

- Help the claimant for preparation of claim, submission and follow up with the bank / Insurance company still settlement of the claim.
- Support the potential entrepreneur among the SHG members for credit assistance.

Quarterly

- Create awareness on insurance scheme and pension scheme and ensure 100% enrolment in the allotted area.

Annually

- Facilitate SHGs to prepare Micro Credit Plan.
- Verify the SB Pass book of SHG member to confirm that insurance premium is debited.

22. Name of the post	Skill Training – DDUGKY Community Professional (Jobs)
Roles and Responsibilities Mobilization	<ul style="list-style-type: none"> • To bring eligible candidates to the mobilization camp, job fair and job mela camps • Updation of Youth Skill Register in their own VPRCs. • Updation of all eligible youth in Youth Skill Register. • Enrollment of eligible youth at Kaushal Panjee App. • Attend review meeting at Block Level
Job Mela / Youth Skill Festival	<ul style="list-style-type: none"> • Mobilize eligible youth for Job Mela and Youth Skill Festival in their VPRCs. • Regular follow up with selected candidates for placement. • Counselling for the parents as well as candidates for joining skill training / direct placement.
IEC Activities	<ul style="list-style-type: none"> • Develop Village-wise brand ambassador for DDU-GKY • Dissemination of IEC materials and creating awareness among the public and CBOs. • DDU-GKY skilling becomes an agenda for reviewing training, placement and job mela in PLF meetings. • Ensure IEC posters display in all prominent locations like panchayat Offices / Bank branches – RRBs with successful case studies.

Documentation	<ul style="list-style-type: none">• Documentation of Success Stories• Maintenance of following registers (a) CP Job register (b) Village wise youth data (c) Database of local jobs / industries
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23. Name of the post	TNULM Community Resource Person
Roles and Responsibilities	<ul style="list-style-type: none"> • Implement the NULM schemes at the field level.
Group formation	<ul style="list-style-type: none"> • Identification and inclusion of the left out targeted urban poor, Vulnerable groups into their ward level. • Each community resource Persons should ensure to achieve 100% BPL families into SHG fold. • Formation and strengthening of groups from left out poor, SHGs and federate with ALFs. • Facilitate the newly formed SHG members to open a bank account for SHG. • Revival of Defunct groups and facilitate to function as per SHG -Panchasutra rules. • Formation of Area level federation with existing groups. • Facilitate to SHG members to availing the other department scheme benefits to members. • Each CRPs should closely monitor and supervise a minimum number of 10-15 SHGs. • Facilitate the Area level Federation for renewal of Registration process.
Accounts	<ul style="list-style-type: none"> • Facilitate and cross verify the registers, cash voucher, receipt and Payments and maintaining of books of account.

	<ul style="list-style-type: none"> • Ensure the Internal savings to be utilized properly and account for in Cash book. • Facilitate support for utilizing the fund properly. • Prepare the monthly saving, internal lending, external lending loan details and repayment details should be collected from SHG. • Support the SHGs in maintaining and updating the books of accounts and records properly. • Facilitate the SHGs to complete the statutory audit in every year.
<p>Bank linkage</p>	<ul style="list-style-type: none"> • Co-ordinate with banks to get bank linkage to SHGs, Individuals and Groups. • Arrange grading for eligible SHG to release of Revolving fund with the support of Community Organizers and Assistant Project Officers. • Achievement of Bank linkage details to be submitted to Community Organizers to update the details in MIS portal. • Ensure the proper repayment of the bank loans and loans from other financial institutions • Prepare the Micro credit plan for SHGs and consolidate at ULB level • Facilitate the SHGs for Credit rating and auditing and facilitate to avail credit needs of SHGs.

	<ul style="list-style-type: none"> • Ensure the proper utilization of scheme fund like RF and Interest subvention
MIS	<ul style="list-style-type: none"> • Formed SHG details to handover the Community Organizers to update into MIS portal.
Meetings	<ul style="list-style-type: none"> • Each CRPs should participate in the SHG meetings and ensure that SHG meetings are conducted properly.
Trainings	<ul style="list-style-type: none"> • Conduct capacity building training like SHG Members training, SHG Office bearers training, SHG Book keeping training, etc. to the assigned self-help groups and other defunct groups in their area.
Reports	<ul style="list-style-type: none"> • submit the monthly report on SHGs to ALFs/ DMMU every month and CRPs are eligible to receive honorarium only on submission of monthly report. • Consolidate the SHGs monitoring reports and monthly report should be submitted to ALFs and DMMU

**Sd/-
Managing Director**