

2. IMPORTANT G.Os

2.45 Convergence of Schemes relating to Self Help Groups at District level, Block level and Field level - Revised Duties and Responsibilities for BDO (Village Panchayat)

Rural Development and Panchayat Raj (E5) Department

G.O. (Ms) No. 106

Dated : 20.6.2007

Read :

1. G.O.(Ms).No. 81, RD&PR Department Dated 20.7.2006
2. Director of Rural Development and Panchayat Raj D.O.Lr.No 96806/2006/C2 dated 27.12.2006 and 21.3.2007

ORDER

Mahalir Thittam, a programme focussing on formation of women SHGs and their capacity building, is being implemented by the Tamil Nadu Corporation for Development of Women (TNCDW) through a network of Non-Governmental Organizations (NGOs). SGSY, the most important poverty alleviation programme through economic empowerment of SHGs, is implemented through DRDAs and Blocks.

2. In order to bring about convergence in the implementation of the two schemes meant for SHGs, the TNCDW was transferred to Rural Development and Panchayat Raj Department from Social Welfare and Nutritious Meals Programme Department as per orders issued in the G.O. first read above. The TNCDW has Project implementation Units (PIUs) at the district level with a Project Officer and some Assistant Project Officers all of whom work on deputation. The TNCDW does not have staff below the district level and is dependent entirely on NGOs for monitoring of Self Help Groups and receiving information about them. Since the NGOs are engaged in forming and capacity building of SHGs and are paid for the same, there needs to be an independent verification through the official machinery of how well the formation of groups and their training is going on. At present, the interaction of the NGOs is only with the PIUs at the district level and there is a little or no interaction of the NGOs with Blocks. The official machinery at the Block and sub-Block levels needs to be involved in the monitoring of the implementation of the Mahalir Thittam, SGSY and other related programmes.

3. Further at present the district-wide claim bills of the NGOs for forming new groups, conduct of training, and monitoring of Self Help Groups are being sent to the District Project Implementation Units (DPIUs) of Mahalir Thittam. This leads to delay in settlement of bills. The APOs of the PIUs can only do a small percentage of test check of the correctness of claims and have to rely largely upon NGOs self certification. This gives scope for false claims. It is proposed to delegate the powers of passing the claim bills of NGOs for forming new SHGs, their training and monitoring from the DPIU to the BDO (Village Panchayats) who will have much fewer bills to pass and also have the field staff at his disposal to facilitate better verification of claims. The BDO (Village Panchayats) shall open a separate bank account for Mahalir Thittam, in addition to the existing bank account for SGSY, and he shall report to the Project Officer, Mahalir Thittam in respect of Mahalir Thittam Schemes.

4. Regarding the personnel at Block level, the Deputy Block Development Officer is primarily looking after the audit of Village Panchayats. As the work is only seasonal, the Deputy Block Development Officer shall be entrusted with the responsibility of the implementation of SGSY, Mahalir Thittam and connected schemes in addition to the audit work. Further, as a significant percentage of BPL members of SHGs are SCs, the Extension Officer (ADW) shall also be entrusted with the implementation of SGSY, Mahalir Thittam and connected schemes besides his original duties and responsibilities assigned to him. The Rural Welfare Officers allotted for field work shall be reoriented to focus mainly on the implementation of SGSY, Mahalir Thittam etc., in addition to the works related to drinking water supply and street lights and any other work which are prescribed by the Director of Rural Development and Panchayat Raj to them from time to time.

5.To effectively monitor the SGSY, Mahalir Thittam and related schemes the following staff pattern is hereby formulated at District Level, Block Level and Field Level subject to the condition that no extra financial commitment should be made to the Government due to the above staff pattern.

(i) For D.R.D.A Office at District Level:

- (a) One Rural Welfare Officer (Grade I) shall be diverted as Assistant and posted at District Rural Development Agency to look after Mathi and SGSY related programmes. The Collector will divert one RWO Grade I from any one of the Blocks to District Rural Development Agency Office depending upon the work load of the Block concerned.

(ii) For Block Office:

- (a) One Rural Welfare Officer (Grade I) shall be diverted as Assistant to look after SGSY Schemes
- (b) One Rural Welfare Officer (Grade II) shall be diverted as Junior Assistant to look after Mathi Schemes.

(iii) The remaining Rural Welfare Officers allotted for field work shall be reoriented to focus mainly on the implementation of SGSY, Mathi etc., in addition to the works related to drinking water supply and street lights and any other work which are prescribed by the Director of Rural Development and Panchayat Raj from time to time.

6. In view of the above reasons the Government have decided to revise the duties and responsibilities assigned to the block officers and accordingly ordered the revised Job Chart for the following Officers as annexed to this order

- a) Block Development Officer (Village Panchayats)
- b) Deputy Block Development Officer
- c) Extension Officer (ADW)
- d) Rural Welfare Officer

7. This order issues with the concurrence of Finance Department vide its U.O.No.24/Fin(SS)(KPR)/07 dated 23.2.2007

(By order of the Governor)

K.ASHOK VARDHAN SHETTY
SECRETARY TO GOVERNMENT

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ANNEXURE JOB CHART

- (I) Nominating Block Development Officer (Village Panchayat) as the Block Inspecting Officer for the implementation of Swarnajayanthi Gram Swarozgar Yojana and Mahalir Thittam:

The Block Development Officer is already looking after the Swarnajayanthi Gram Swarozgar Yojana scheme. Under the proposed arrangement, he will also be responsible for the implementation of Mahalir Thittam (including youth, transgendered and other Self Help Groups) so that both the schemes converge at his level. At present, the claim bills of the Non Government Organization for forming groups, conduct of training to Self Help Groups and monitoring Self Help Groups and monitoring Self Help Groups is being sent to the District Project Implementation Unit of Mahalir Thittam, this leads to delay in settlement of bills. Here afterwards, the above powers will be delegated to Block level and the Block Development Officer (Village Panchayat) will settle all the claims. It will also ensure that there is an active interface between Block Development Officers and Non Government Organisations which is lacking at present. Towards this we would have to strength the Block Development Officer (Village Panchayat) adequately. Since the field staff are available at the Block level, verification of the claim bills can be done quickly and delays would be avoided. However with regard to Self Help Groups in urban areas which form a small percentage of the total number of the groups, the disbursal of the group formation costs, training costs and monitoring and other claims will continue to be processed by the Project Officer (Mathi).

- II. Duties and responsibilities of Deputy Block Development Officer:

Audit of Village Panchayat Accounts:

- The audit shall be completed within the period 1st May and 31st July of the preceding year.
- Reporting of misappropriation and initiate surcharge proceedings etc.
- To assist the Block Development Officer (Village Pt.) for the proper administration of Village Panchayat.
- To ensure the placement of audited accounts in Grama Sabha before 30th September
- To ensure the settlement of Village Panchayat audit objections.

SGSY, Mahalir Thittam programmes:

The Deputy Block Development Officer, is the Principal Officer in the Block for the implementation of SGSY and to achieve the Mathi Target relating to SHG group formation, training of SHG members and animators, their credit rating and linkages and also other EDP, Skill and Specialized Skill Training programme besides economic activities of SHGs.

He/She must ensure that the EO(AD) and RWOs as well as Mathi approved NGOs are performing the prescribed duties relating the above and resolving all difficulties that arise during implementation of the schemes.

Payments:

- He/She must ensure proper documentation and verification before releasing payments for all Mathi Schemes entrusted to the block.

Monthly Reports:

- He/She must ensure that all the weekly and monthly reports to PO, mathi are given in time and the database well established for all activities pertaining to the block.

Strengthening of PLFs:

- He/She must keep a watchful eye on SHG activities and strengthen the PLF so that

the NOGs/PLFs are encouraged to achieve their target by adopting proper methodologies.

Capacity building :

- He/She must co-ordinate with the identified institution for imparting useful training of EDPs

Distribution of Registers:

- He/She must ensure timely distribution of registers to SHGs.

Contribution to Monthly magazine:

- He/She must try to improve the sale of Mutram and also get good contribution of articles from SHG members.

Monthly Tour Programme:

- He/She must tour atleast 15 days in month. He/ She must visit/ supervise atleast, a minimum of 45-50 SHGs / month
- attend BLCC meeting / 5 SHG meetings / 2 PLF meetings.
- Credit rating 50-100 SHGs
- Supervise 20 training programmes (SHG, A&R, EDP, Skill & Special Skill Training)
- He/She has to convene a Block level review meeting once in every month with NGOs involved in Mathi Schemes.

Monthly review meetings:

- He/She shall attend the monthly review meetings conducted by Project Officer, Mathi and submit the monthly progress reports of SHGs and SGSY activities.

Fairs / Exhibitions:

- The Deputy BDO is to organize periodical exhibitions to promote the sale of SHG products.

Duties and Responsibilities of EO(AD):

The Extension Officer (AD) at Block level will have to supervise the work and be fully responsible and accountable for all SHG activities in the Block. Accordingly the following duties and responsibilities are fixed for each Extension Officer (AD) at the Block level.

Formation of SHGs:

- He/She is responsible for the 'group formation plan' for the Block in coordination with NGOs /PLFs and also to organize necessary awareness campaigns to facilitate new group formation in all habitations.
- He/She with RWOs is responsible for preparation of training schedule of SHG, A&R, PLF and EDP on priority and Skill and specialized Skill training programmes.
- He/She shall plan and organize the Refresher TOT and Regular TOT programmes by identifying required number of NGO/PLF trainers for training.
- He/She shall ensure that the trainings are conducted as per the approved training schedule.
- He/She is in charge for the selection of SHG members of EDP training and also to establish linkages with Community Polytechnics, Colleges and other Reputed institutions.

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- Organise the Block Level meeting of Bankers/NGOs /PLF etc.
- To participate in the meetings of SHGs and PLF and BLF.

Reporting:

- He/She is responsible for transmitting data from PIU to the concerned NGO/ PLF/ SHG and vice-versa without any dilution or deviation.
- He/She shall report to the Deputy Block Development Officer all important matters on a weekly basis and submit the MIS formats in full shape.
- He/She is responsible for the creation of database of Economic activities by SHGs from the Master data and accordingly plan a marketing strategy.

Inspections:

- He/She must have 20 tour days in a month visiting / supervising atleast Visit 50-100 SHGs/ month
- minimum of 20 training programmes (SHG & A&R, EDP, Skill and Special Skill Training)
- attend one BLCC meeting 10SHG meetings and 5 PLF meeting credit rating for 50-100 SHGs
- He/She must visit all the Panchayats in the block at least once in two months.
- He/She is responsible to assess the veracity of training and groups formation claims by NGO/PLF and assist Deputy Block Development Officer to process the claim bills on time.
- He/She has to ensure that the Group formation cost provided by Mathi is spend effectively the concerned NGO/PLF.
- He/She ensure all eligible SHGs are credit rated and credit linked in due course.
- The Performance level of Extension Officer (AD) is assessed by the achievement level of SHG groups in the block.

Adi Dravidar Welfare:

- Maintenance of data on Adi Dravida & Tribal people.

Alternate / Renewable energy:

- Workers relating to applications of alternate energy, Renewable sources of energy and Bio energy.
- Collection of informations about Housing facilities to SC & STs.
- Organize the EDP training to SC/STs.

III) Duties and Responsibilities of Office and Field Level RWOs:

Government have ordered that there shall be one Rural Welfare Officer (RWO) for every six Panchayats in a Block. As each Block may be having 20-40 Village Panchayats, there may be 3-6 RWOs at block level.

To have effective monitoring of SGSY schemes and Mathi schemes at block level the following staff pattern is designed at District level, Block level and field level.

- i) One RWO may be converted as Assistant / Junior Assistant and posted at District Rural Development Agency to look after Mathi and SHG related programmes.

- ii) Two RWOs may be converted at office level as
 - Assistant (For SGSY scheme)
 - Junior Assistant (For Mathi Schemes)
- iii) The remaining RWOs can be made responsible for monitoring the implementation of SGSY and Mathi schemes at the field level.

Duties and Responsibilities of RWO at District Level (DRDA):

- i) Under SGSY the progress relating to Infrastructure, Training and Marketing of SHG products.
- ii) To collect the expenditure details regarding Group formation cost, Training cost, Groups Monitoring cost submitted by the Deputy Block Development Officers.
- iii) All the reports relating to Mathi and other SHG related programmes.

Duties and Responsibilities of RWOs at Officer level:

- i) To collect, process and verify the veracity of the claims of Group formation cost, Training cost, Groups Monitoring cost submitted by the concerned NGOs/PLFs.
- ii) Maintain and update relevant registers of SGSY / Mathi schemes.
- iii) To take up prompt and apt on the settlement of correct claim bills of GFC; GMC and Group Training cost to NGOs/PLFs.
- iv) Ensure the payments of member training cost (Rs.45 / Trainee / day disbursed directly to their SHG Bank Account.
- v) To Collect and verify the correctness of the monthly MIS reports of NGOs / PLF pertaining to SGSY and mathi Scheme program.
- vi) Consolidation of MIS reports at Block level and submission of the same to PO, Mathi every month in time.
- vii) Maintenance of Files / Registers with regard to SGSY / Mathi Scheme activities.
- viii) Maintain accounts related registers like Cash Book, General Ledger, Cheque Payment Voucher, Receipt, etc.,
- ix) Preparation of Mathi Cheque Payment Voucher for passing the claims in respect of Group Formation cost, Training, VO support cost, etc.,

Duties and Responsibilities of Field Level RWOs:

- i) Each RWO is entrusted with the total responsibility for all the Mathi activities inclusive of SGSY in their zone (ie. 6-10 Panchayats)
- ii) He/She is to establish linkages with local body members in each Panchayat besides the PLF and SHG members.
- iii) The prime duty of he/she is to assess the gaps in group formation, the quality of training by NGO/PLF trainers and monitor other SHG activities in each panchayat.
- iv) Each RWO should maintain a Mother Data Register, which possess all the details of all the SHGs in every Panchayat.
 - the details should be Panchayat wise
 - NGO wise & SHG wise
- v) At Panchayat level, the RWO is responsible for the strengthening of PLF by organizing CB training and also hand-hold PLF in every activity.

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- vi) The RWO must have to tour atleast 24 days every month covering all Panchayats in his / her zone and by visiting each Panchayat twice or thrice every month.
- visit 50-100 SHGs
 - Monitor 50-100 SHG register
 - supervise - 20 trainings (SHG, A&R, EDP, Skill, Special skill)
 - attend one BLCC meeting
 - attend 10-20 SHG meeting
 - attend 3-5 PLF meeting.
- vii) RWO must ensure the completion of group formation, SHG and A&R Training, distribution of registers (as soon as the group is formed) in his / her zone and submit verification certificate to Deputy Block Development Officer / Extension Officer (AD) every month.
- viii) RWO must maintain the following registers.
- Monther Data register
 - weekly updation Register
 - monthly Progress report register
 - Tour diary / ATP
- ix) RWO is in charge for the
- Collection of subscription for Mutram from SHGs
 - collection of articles for mutram from SHGs
 - check the distribution of Mutram and training materials to PLF / SHGs
 - check the availability of Registers at SHG level.
 - check the maintenance and updation of Registers at SHG level
 - collection of training schedules and claims from NGO/PLF, verification and obtaining approval from Deputy Block Development Officer / PO,Mathi
 - Ensure the meeting of member training cost directly disbursed to SHGs bank account.
 - Ensure all SHGs are credit rated and credit linked.
 - Selection of correct SHG members who have the aptitude for EDP, skill and special skill training.
 - follow up and hand holding supports to entrepreneurs from SHG who are involved in Economic Activity
 - Organizing exhibition to promote the sale of SHG product.
- x) Field level RWOs should be a liason staff between SHG to PLF / NGO / EO(CAD) / Deputy BDO / Bank / Other Departments.

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