

5. MAHALIR THITTAM

5.51 Convergence of Schemes relating to SHGs at Block level - Maintenance of Registers at Block level and operational guidelines

Rural Development and Panchayat Raj (CGS-I) Department

G.O.(Ms) No.160

Dated :13.9.2007

Read:

1. G.O.(Ms.) No.106, Rural Development & Panchayat Raj (E5) Department, dt.20.06.07.
2. From the Managing Director, TNCDW, D.O.Lr.No.1365/D1/2007. dt.3.9.07

ORDER:

The Managing Director, Tamil Nadu Corporation for Development of Women, in his letter second read above has stated that the Government had issued orders in G.O.(Ms.) No.106, R.D & P.R (E5) Department, dated 20.6.2007 for convergence in the implementation and better monitoring of 'Mahalir Thittam' scheme and Swarnajayanthi Gram Swarozgar Yojana (SGSY) programme, by involving Block level staff in monitoring Mahalir Thittam; to facilitate the same, powers of passing bills of NGOs with respect to formation of new groups, training and monitoring have been delegated to Block Development Officer (Village Panchayat) and the duties and responsibilities of Block officials like Block Development Officer (Village Panchayat), Deputy Block Development Officer, Extension Officer (ADW) and Rural Welfare Officers have also been revised. In pursuance of the orders the Project officer, Mahalir Thittam will reallocate and release the funds (in respect of rural groups) towards formation, training and monitoring to BDOs (Village Panchayat); all claims of NGOs relating to the formation of groups, training and monitoring of groups, pertaining to that Block will be passed by the BDO (VP) after due verification of the claims.

2. Now, the Managing Director, has sent a proposal to prescribe certain registers for creation maintenance of database on SHGs., reporting formats and guidelines for processing claims in respect of Group formation, NGO support cost, SHG Training cost etc. at Block level and guidelines relating to these activities as detailed below and requested orders of Government.

(1) Registers:

With the objective of monitoring the schemes in an effective manner, the following registers are prescribed for maintenance at the Block level. These registers need to be maintained by the Block office and updated regularly.

- a) Common Registers:
 - (i) Self Help Groups Master
 - (ii) Panchayat Level Federation Master
 - (iii) Revolving Fund / Direct linkage released to SHGs
 - (iv) Economic Assistance released to SHGs
- b) Mathi Registers:
 - (i) NGO Master
 - (ii) Group formation / NGO Support cost claims
 - (iii) Self Help Groups training claims
 - (iv) PLF training claims
 - (v) Cash Book
 - (vi) Ledger

- (2) Maintenance of Self Help Group Database by the Block staff at the block office which is useful for verifying the claims submitted by NGOs. in order to avoid duplication.
- (3) Reporting formats relating to progress and inspection reports to be furnished by the NGOs. and BDOs.
- (4) Guidelines for processing claims in respect of Group formation cost, NGO support cost and Self Help Group Training cost.
- (5) Procedure for Banking arrangements.
- (6) Any change or modification in the registers, reporting formats and operational guidelines as and when needed will be done by Managing Director, TNCDW in consultation with Director of Rural Development and Panchayat Raj Department.

3. The Government after careful examination, accept the proposal of the Managing Director, Tamil Nadu Corporation for Development of Women and order as follows:

I. The following Registers shall be maintained and updated regularly by the Block Office, to monitor the schemes effectively:

(a) COMMON REGISTERS:

- (i) SHG Master: This register is maintained panchayat wise and contains the basic details of SHGs in the block. The details of SHGs in a Panchayat are recorded NGO wise. This register has to be divided for maintenance of data for women SHG and Youth SHG separately. Adequate space should be provided after each NGO wise grouping and also after each Panchayat to accommodate future entries. (Annexure-I)
- (ii) PLF Master: This register contains the details of the Panchayat level Federations in the Block. (Annexure - II)
- (iii) Register for Revolving fund / Direct Linkage released to SHGs: This register will be useful to monitor and track the sanction and disbursement of Revolving fund under SGSY, TAHDCO, TSUNAMI and also direct credit linkage provided by Banks. This register has to be divided for maintenance of data for women SHG and Youth SHG separately. (Annexure -III)
- (iv) Register for Economic Assistance released to SHGs: This register helps to monitor the sanction and disbursement of economic assistance to SHGs under SGSY, TAHDCO,TSUNAMI schemes.(Annexure- IV)

(b) MATHI REGISTERS:

These registers are specific to Mahalir Thittam schemes unlike the common registers, which are used for various schemes like SGSY, etc.

- (i) NGO Master: This register will contain an abstract of the number of SHGs monitored by each NGO panchayat wise. (Annexure - V)
- (ii) Group formation cost / NGO support cost: This register will contain the details of claims received from NGOs towards formation of new groups and monitoring. This register will be helpful in monitoring the receipt and settlement of claims from NGOs. (Annexure - VI)
- (iii) SHG training claims: This register will contain the details of claims received from NGOs towards conduct of SHG training and A&R training. (Annexure -VII)
- (iv) PLF training claims: This register will contain the details of claims received for conduct of training to PLF office bearers and members of PLF. (Annexure -VIII)

5. MAHALIR THITTAM

- (v) Cash book: All transactions relating to Mahalir Thittam either receipt or payment by cash or cheque or Demand Draft should be entered in this book with the details of cheque / Demand Draft received / issued. This book should be closed daily and cash should be verified by the BDO (VP) physically. The format of the voucher for making payment by cheque, payment by cash and also the issue of receipt for the amount received by BDO (VP) (Annexure - IX)
- (vi) Ledger: A Ledger has to be maintained for each head of account both for expenditure (like group formation cost paid to NGO, training cost paid to NGO) and receipt head (like funds received from Project Officer, Mahalir Thittam) so as to monitor the transaction under each component.(Annexure-X)

II. The Database of Mahalir Thittam groups shall be loaded in the computer at block office and the same shall be updated by Block staff.

III. Reporting Formats:

- (i) The NGOs shall submit their progress reports to the BDO (VP) concerned with a copy marked to Project Officer, Mahalir Thittam.
- (ii) The BDO (VP) shall send the consolidated Block level monthly progress report for both physical and financial performance to Project Officer, Mahalir Thittam as in the Annexure- XI.
- (iii) They shall also send their inspection report to Project Officer, Mahalir Thittam showing the details of number of inspections conducted during the month by BDO (VP), Deputy BDO, EO (ADW) and RWO in the format as in the Annexure- XII.

IV.Operational Guidelines:

Guidelines for processing claims:

(i) Group formation cost:

The BDO (VP) shall release the formation cost to NGO for the number of groups formed by the NGO as per the target given by the Project Officer after physical verification of group and on receipt of the following documents from the NGO along with the claim.

1. Form 4A with the details of SHGs
2. Copy of bank passbook of the SHG.
3. Resolution copy of the SHG's first meeting.

(ii) NGO support cost:

- a) The claim for NGO support cost shall be verified with reference to the SHG database and SHG master registers to avoid duplication of claim.
- b) Supporting evidence for having achieved the relevant milestone shall be submitted by the NGO for claiming support cost.

(iii) SHG Training cost:

- a) The claim received from the NGO for SHG and A&R trainings shall be verified with the training schedule approved by BDO (VP).
- b) The BDO (VP) must ensure that the following details are verified before passing the training bills.
 1. Details of SHGs for whom the training is conducted, bank account number along with the Attendance sheet
 2. Field Verification and Certification by Block staff for the conduct of training as per inspection report.

- c) The trainer cost shall be paid by cheque and the trainee cost due to SHG members shall be paid directly to the SHG Bank account by way of crossed cheque.

V. Banking Arrangements:

- a) A separate Savings Bank account for Mahalir Thittam shall be opened in a Nationalised Bank and operated by BDO (VP) for all transactions related to Mahalir Thittam.
- b) All payments related to Mahalir Thittam scheme shall be made through account payee cheque only.
- c) The BDO (VP) shall send the expenditure statement and utilization certificate to Project Officer, Mahalir Thittam for the funds received for Mahalir Thittam.
- d) The accounts maintained by BDO (VP) for Mahalir Thittam will be subject to audit by TNCDW auditors as TNCDW is a registered company under the Companies Act (1956). Therefore, Mahalir Thittam accounts will not come under the purview of any other audit mechanism like Local fund audit.

VI. The above operational guidelines shall come into effect from the date of issue of this order.

VII. The Managing Director, Tamil Nadu Corporation for Development of Women Limited, is empowered to effect any change or modification in the registers, reporting formats and operational guidelines as and when needed in consultation with Director of Rural Development and Panchayat Raj Department and send a copy of the same to Government for record.

(By order of the Governor)

K. ASHOK VARDHAN SHETTY
SECRETARY TO GOVERNMENT