

FTS-348136  
J-12037/01/2016-RL  
Government of India  
Ministry of Rural Development

6<sup>th</sup> Floor, Hotel Samrat  
Kautilya Marg, Chankyapuri  
New Delhi- 110021  
**Dated: - the 4<sup>th</sup> April, 2016.**


To  
The Principal Secretary (RD)  
Government of Uttarkhand

**Subject: Minutes of the Annual Action Plan (AAP) 2016-17 for the State of Uttarkhand.**

Sir

I am directed to say that a Meeting of the Empowered Committee was held on 18.03.2016 under the Chairmanship of Secretary (RD) at Unnatti, Krishi Bhawan, New Delhi. A copy of the minutes of the said meeting is enclosed herewith for you kind information and necessary action.

Encl: As above

Yours Faithfully  
  
(Shama Parveen)  
Economic Officer (RL)

**Copy to:**

1. The State Mission Director, Uttarkhand
2. PS to Secy, (RD)
3. PS to AS & FA

**NATIONAL RURAL LIVELIHOODS MISSION  
MINISTRY OF RURAL DEVELOPMENT, GOVERNMENT OF INDIA**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF EMPOWERED  
COMMITTEE**

**Chaired by: Shri. Amarjeet Sinha, Additional Secretary, MoRD**

**Dated: 18<sup>th</sup> March 2016**

**Subject: Approval of Annual Action Plan (AAP) for FY 2016-17 of the State of Uttarakhand**

**List of participants is placed at Annex-1.**

1. National Rural Livelihoods Promotion Society (NRLPS), Ministry of Rural Development (MoRD) conducted a desk appraisal of Annual Action Plan (AAP) of Uttarakhand State Rural Livelihood Mission (U.S.R.L.M) for financial year 2016-17. Based on the comments provided, USRLM modified and resubmitted the proposal. A pre-EC meeting was held on 17<sup>th</sup> March 2016 in which State's readiness and adequacy of preparation to implement the plan were discussed.
2. Secretary (RD), Uttarakhand made a presentation on the State Rural Development Plan (SRDP) to the Empowered Committee of the Ministry on 18<sup>th</sup> March 2016 including Annual Action Plan of NRLM for the year 2016-17 . The presentation of the AAP covered progress of the State Mission during 2015-16, action taken on the minutes of the last meeting of the EC lessons learnt and the Action Plan for 2016-17.
3. Summary of action taken report on the recommendation of previous EC meeting are furnished in **Annex-2**.
4. Under NRLM, the State has submitted the proposal for an amount of Rs 1247.00 lakhs. The EC has approved an amount of Rs. 610.93 lakhs for the financial year 2016-17. The Central Share approved for release is Rs. 366.56 lakhs.
5. An amount of Rs.35 lakhs has been approved for Saras Fair.
6. For RSETI - Rs 22 lakh per RSETI will be provided as per the requirement of the State.
7. Detailed budget allocations are furnished in **Annex-3**.
8. The releases are subject to allocation amount and terms and conditions laid down in the framework of NRLM.
9. The expected targets agreed to by USRLM are presented in **Annex-4**.
10. The mission is required to undertake following actions during the course of implementation of AAP for 2016-17:

- i. The Mission shall within 30 days of receipt of the approved minutes submit to MoRD the revised quarterly physical and financial targets, in line with the approved allocation of the funds for 20 16-17.
- ii. The Mission shall implement the communitization protocols, as evolved from time to time and enhance involvement of community cadre and community institutions in implementing all its activities.
- iii. The Mission shall develop a HR Manual along the lines of the Model HR Manual shared by NMMU. The HR Manual should be duly approved by the EC of the SRLM and should be strictly followed thereafter.
- iv. The Mission shall deploy or redeploy its human resource as per the rationalised structure at SMMU, DMMU and BMMU. Further, the Mission shall make changes in human resource deployment, job description and performance management based on area responsibility to all program staff at SMMU, DMMU and BMMU.
- v. The funds shall be utilised as per norms and procedures indicated in the 'Framework for Implementation', as revised from time-to-time, and all expenditures shall be subject to the latest cost ceilings and unit cost norms of NRLM, including the norms of administrative costs.
- vi. The Mission shall submit physical and financial progress reports in the prescribed formats including Interim Unaudited Financial Returns (IUFRR) periodically to MoRD.
- vii. The Mission shall evacuate all funds (unspent SGSY balances), if any, lying with DRDAs to SRLM account. The funds so evacuated to SRLM shall be considered as NRLM funds. The closure report should be submitted by June, 2016. Necessary reconciliation with each DRDA should be undertaken, if not already done. The DRDAs should get a statement from each bank branch that all unutilized SGSY capital subsidy amounts have been refunded to the DRDA along with the interest and the account has been closed. This statement should accompany the closure report from the DRDAs. The Ministry has already issued instructions regarding the committed liabilities
- viii. The Mission shall submit Audit report of FY 2015-16 for NRLP and scheme wise NRLM Audit report (i.e, separate set each for NRLM main, Interest Subvention, RSETIs, MKSP, SVEP) by October 2016 and further release of NRLM funds would be subject to the submission of scheme wise Audit reports. To accomplish this requirement, if Auditors for 2015-16 are not on board, it is recommended for immediate action by the State to bring Statutory Auditors on Board.
- ix. The Mission shall put in place induction cum immersion, training and capacity building architecture for the staff recruited, community cadres, community institutions, and other stakeholders including bankers.
- x. The Mission must establish a capacity building architecture to meet capacity building needs of staff, community institutions and community cadres. A resource cell must be set up in the state to specifically work on the capacity building in the states. The state must have a capacity building calendar and make appropriate

- partnerships and arrangements to ensure that capacity building activities in the state are conducted efficiently.
- xi. The Mission shall adopt Community Operations Manual and Financial Management Manual and disseminate the same to the field units and the communities.
  - xii. The State specific scheme of interest subsidy to SHGs, if any, shall be aligned with the NRLM's Interest Subvention component.
  - xiii. The Mission shall implement Governance and Accountability Framework, Social Inclusion and Environment Management Framework and develop and implement service standards.
  - xiv. The Mission shall have a Grievance Redressal Mechanism (GRM) Policy and constitute a 3-5 members committee at SMMU, DMMU and BMMU levels with immediate effect, not later than 30 June 2016, to redress the grievances of the staff.
  - xv. The Mission shall have the Anti-Sexual Harassment (ASH) Policy not later than 30 June 2016, as per the Sexual Harassment of Women at Workplace (prevention, prohibition and redressal) Act, 2013 to ensure the dignity, safety and security of women at the workplace.
  - xvi. The Mission shall focus on increasing internal lending among the SHG members and bank linkage with SHGs, this year. It shall also focus on reduction of NPA and increase repayment and develop protocols for post disbursement norms.
  - xvii. The Mission shall take up Participatory Identification of Poor (PIP) to track the progress of the poor out of poverty and its presentation to Gram Sabha annually.
  - xviii. The Mission shall limit the number of SHGs that receive CIF directly from the Mission **to not more than 50% of the SHGs (i.e. 5-6 SHGs in a village)**. The remaining SHGs shall receive CIF from recycled CIF repayments.
  - xix. State needs to develop service standards for monitoring programme delivery like time lags in release of RF/CIF to eligible SHGs/Federations and also the time lags in S.H.G – bank linkages.
  - xx. The Mission shall focus on saturating the existing blocks with the help of existing social capital. During the initial part of the year, the Mission shall work towards building a pool of internal community resource persons for expansion into other blocks.
  - xxi. The State shall take steps to implement DAY-NRLM in distressed and drought affected districts by taking minimum One cluster per block.
  - xxii. The Mission may take necessary steps to update the data of SHGs, VOs and CLFs in NRLM MIS.
  - xxiii. SRLM to ensure the commissioning of the fund disbursement module of NRLM-MIS immediately and from April, 2016 SRLMs should disburse the RF and CIF only through the funds disbursement module.
  - xxiv. SRLM will regularly review the clearance of bills of RSETIs and Month wise progress will be communicated to this Ministry.
  - xxv. SRLM must enhance SI/SD through convergence with other programmes in some old blocks.
  - xxvi. SRLM to ensure to initiate the release of VRF at the earliest.
  - xxvii. The state should submit a MKSP proposal for 3-4 blocks later during 2016-17.

- xxviii. The SRLM should plan for convergence between SHGs and PRIs, premised on the GPDP. It should streamline the participation of SHG members in PRI activities, including GPDP as part of SHG agenda among other strategies.
- xxix. The SRLM has to strengthen its FM and MIS systems by recruiting and training additional staff.
- xxx. The Mission shall meticulously plan its activities for the year thoroughly and ensure that the necessary systems/arrangements are made to execute the plan seamlessly.

**Annexure-1**  
**List of participants**

List of Participants will be sent by MGNREGA Division to states along with the Minutes of the meeting of SRDP.

## Action taken on the minutes of the last meeting

S. No.	Condition	Compliance Status	Reasons for Deviations, if any
1.	The Mission shall put in place induction cum immersion, training and capacity building architecture for the staff recruited, community cadres, community institutions, and other stakeholders including bankers.	Not Complied	Mission has not developed any capacity building plan for staff.
2.	The Mission shall adopt Community Operations Manual, Human Resource Management Manual and Financial Management Manual and disseminate the same to the field units and the communities.	Not Complied	
3.	The Mission shall formulate and implement plan for non-intensive districts considering that resources are not sparsely distributed and it has to have measurable outcomes in terms of quality of SHGs and Bank credit mobilization. The plan should include clear induction and orientation of staff deployed in these blocks.	Complied	
4.	Standardize all Protocols for working of SRLM before June 2015.	Not Complied	
5.	For providing Young Professionals(YPs) to the State for facilitating the implementation of NRLM, the Ministry will finalize the number of YPs to be posted in the state after discussing the matter with NRML Resource Cell, NIRD&PR	Complied	

## Approved Annual Action Plan and Budget- Uttarakhand

NRLM 2016-17 (Rs. Lakh)

Components		Proposed plan 2016-17	Approved plan 2016-17	Amount allocated and approved for Central share release during 2016-17 (60% of approved plan except for RSETI)
1	B1.1 SMMU and DMMU (Admin Cost)	58.00		
2	B1.2 Staff Capacity Building	63.00		
3	B2. Institution Building and Capacity Building	576.00		
4	B3. Community Investment Support Fund	485.00		
4	B4. Partnership	0.00		
4	D. Implementation Support	10.00		
5	E. Marketing & Infrastructure(SARAS fair)	45.00	0.00	0.00
6	F. Interest Subvention	10.00		
7	G. RSETI			
<b>Total</b>		<b>1247.00</b>	<b>610.93</b>	<b>366.56</b>

- Note: 1) An amount of Rs.35.00 lakhs has been approved for Saras Fair and  
2) Rs 22.00 lakh per RSETI will be provided, as per the requirement of the State.

## EXPECTED TARGETS FOR FY 2016-17

S. No.	Unit	Mar-16 (Expected)	Plan/Target for 2016-17	Cumulative Target Up to March 2017
1	Intensive Districts	6	7	13
2	Intensive Blocks	15	80	95
3	HR - Professionals in position ( <i>All Levels</i> )	36	23	59
4	Internal CRPs Deployed (Except livelihoods CRP)	69	600	669
5	Villages	546	1155	1701
6	Households Mobilized	11857	22280	34137
7	No. of SHGs (New + Strengthened)	1390	2785	4175
8	CB-No. of SHGs	1390	2785	4175
9	No. of VOs	39	60	99
10	CB-No. of VOs	39	60	99
11	No. of CLFs	0	5	5
12	No. of SHGs – RF	527	2104	2631
13	No. of SHGs – CIF		737	737
14	RF – Amount (Rs. Lakhs)	52.7	210.04	262.74
15	CIF – Amount (Rs. Lakhs)	220	184.25	404.25
16	SHGs Credit Linked	236	1000	1236
17	SHGs Credit Amount ( <i>Rs. Lakhs</i> )	376.95	500	876.95
18	No. of Bank Sakhis	0	125	125
19	SHGs-Interest Subvention ( <i>No.</i> ) ( <i>Cat II</i> )			
20	SHGs-Interest Subvention Amount ( <i>Rs. Lakhs</i> )			