

# मार्गदर्शिका

सक्रिय महिला  
और  
आंतरिक सामुदायिक संसाधन व्यक्ति  
(आई.सी.आर.पी.)



उत्तराखण्ड राज्य ग्रामीण आजीविका मिशन  
राज्य परियोजना प्रबंधन ईकाई, ग्राम्य विकास

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एक कदम आजीविका की ओर

### Policy on Active Woman

#### **Identification of Active Woman:**

The external CRP team/internal CRP team will identify 3-4 Active Women in each village during CRP rounds. She must be member of SHG. The following qualities are to be considered during identification process of Active Woman:-

1. She should have leadership quality and should be member of an SHG following practices of 'Panchsutra'.
2. She should have compassionate view and regard for poor women.
3. She must be vocal and should not have any constraints regarding mobility in the village
4. She should be willing to go outside for 15 to 30 days for the purpose of internal CRP round and immersion visit.
5. She should be at least 5<sup>th</sup> class pass. A women is exempted from this criteria if she is a good social mobilizer and having a clear understanding on NRLM concept.
6. She should be active and have skills for mobilization.
7. She should have family consent.
8. She should not be a defaulter of banks.
9. She should have good health.
10. She should have patience by nature.
11. She must be accepted by the members of the SHGs of the village
12. Preference should be given to poorest of the poor and poor or SC/ST women.

All above are general criteria for identification of Active women, however during CRP round, The woman who will participate voluntarily in the mobilization process along with CRP team and she should be able to learn primary process of CRP work and introduce CRP team to all SHG members and poor families in their villages, these women will also be acknowledged while identifying active women. After the CRP drive has concluded, identified active women will provide handholding support to the newly formed SHGs. Hence the CRP team will prepare a list of active women during CRP round.



- An action plan of Active Woman will be prepared every month with the help of PRP and reviewed by the concerned BMM till VO comes into existence.

#### **Honorarium**

The Active Woman will be paid an amount of Rs.174/- (rates as prevailing in MGNREGA) per day after submitting her monthly work done report and reviewed by PRP/BMM (VO or leaders of all SHGs of concerned area in case of non existence of VO). The payment will be based on her performance, initially for one year the honorarium for utmost two Active Women per village will be deposited by DMM to SHG/VO account. After the period of 12 months, the SHG/VO at their discretion may make payment to Active Woman from their own funds. The maximum payment can be made to an Active Woman for a period of 15 days is Rs. 2760/- per month for their services excluding cost for accommodation and Food charges if applicable as per the norms. From the total honorarium received in a month, Active women will deposit Rs. 150 to the concerned VO or SHG as resource fee to ensure the accountability of AW

#### **Resource Fee break up for Active Women, UKSRLM (during field work within the State)**

S.No.	Particulars	Amount to be paid (in Rs.)
1	Per Active women Fee per day per person( max. for 15 days per month)*	174(@MGNREGA unskilled wage rate)
2	Accommodation & Food Charges per day per person, if she travels more than 5 km from her own village and stay there.	200
3	Bus fare/ Train fare(sleeper class)	As per actual
4	Institutional Charges per day per person (in Rs.):**	10

*\*the rate will increase as per MGNREGA wage rate for unskilled worker*

*\*\* to be given from the mission to SHG*

#### **Indicators for Review of Active Woman:**

- The Active Woman has to attend all SHG weekly meetings in her village jointly without failure.
- The Active Woman has to form SHGs for left over poor families in the village.
- The Active woman should train the SHGs with the support of PRP.

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3	Bus fare/ Train fare(sleeper class)	As per actual
4	Institutional Charges per day per person (in Rs.):**	10

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- The Active woman should form SHGs in the village every month with the support of the PRP/ BMM till saturation in the village.
- The Active woman would help PRP and BMM in all other activities of SHGs in the village.

#### **Monitoring Mechanism of Active Women**

- The DMM, BMM and PRP will review the work done as per prescribed action plan ( ANNEXURE 1&2) until the VO is formed and the payment will be paid accordingly to the concerned SHG/VO on monthly basis. The payment may be paid directly from the DPMU to the SHG account until the VO is formed. After formation of VO, the work done of the active woman will be reviewed by the VO and the DPMU has to release the payment of the active woman to the concerned VOs and the VO will release the payment to the active woman.
- The payment should be made to Active Woman/Internal CRP by 10th of the succeeding month.

#### **Requisite for an active women to be I-CRP**

- After gaining experience of 100 weekly meetings in her own SHG with having utilized small loans and big loans properly about Rs.25000 – 30000/- and maintaining good track record, then the Active Woman will be categorized as an 'Internal CRP'. She will be evaluated by a committee consisting of concerned PRP, BMM and DMM. In certain cases, where it is felt that the above said criteria has not been met, but still the said Active Woman has an adequate potential to prudently perform all the responsibilities of Internal CRP, she may be categorized as a CRP by the SPMU based on the recommendation of the committee of the concerned PRP, BMM and DMM.
- These internal CRPs will then be deployed in other Villages/Blocks/Districts for expansion.
- This policy is only applicable for the Active Women who have been identified and categorized in Resource, Intensive Blocks and Semi-intensive blocks of Uttarakhand.



### **Training of i-CRP**

Each CRP would undergo training programmes at block, district, state and national level as and when organised for the following purposes

1. Training will be organised for minimum of 30 days in 3-5 rounds through residential training programme on topics like- social mobilisation, SHG formation, SHG concept and management, village 15 day Action plan, process of RF, CIF, MCP process, basic Bookkeeping, Roles and Responsibilities etc. It can be repeated on the basis of requirements,
2. Exposure-cum-immersion at National Resource Organisation (NRO) (as decided by the state) for 10-15 days.
3. 3-5 days refresher training after completion of each i-CRP round (based on need assessment/feedback).
4. Accompanying the e-CRP during the CRP rounds locally.

### **Roles and Responsibilities of i-CRP**

During the CRP rounds, the i-CRP will have to provide for their services in different blocks/districts of the state with the e-CRP. I-CRP will be considered for CRP apprentice during the CRP rounds. The CRP apprentice identified will devote minimum of 10 days/as per decided by the state, in a village stay with the external CRP. After the completion of the e-CRP rounds, an i-CRP team of 4 women will be formed who will perform the following activities including social mobilisation, PIP, formation and strengthening of the SHGs within their blocks and outside them. The role of I-CRPs during I-CRP drive includes:

1. Meeting with Panchayat members in order to brief them the purpose of the visit.
2. Conduct transect walks, situational analysis, meetings with SHGs and leftover poor households to understand the village community better.
3. Facilitate the formation of new SHGs and revive existing SHGs from left out households with a focus on vulnerable households and poor households identified through PIP.
4. Impart training to the SHGs on SHG management, book keeping, financial literacy, meeting process, leadership responsibilities including support to the SHG to practice the Panchsutra.
5. Put in efforts to facilitate SHG meetings and persuade the group to follow the practices of weekly meetings, weekly savings, internal lendings, need and importance of bookkeeping and Bookkeeper.
6. Facilitate the group to identify bookkeepers from their members in the village, willing to undergo training and work with the groups.
7. Keep an update of all SHG records, prepare status reports and enlighten the group of their performance.

8. Identify Active Women and Bank Mitras/other community cadre (If needed) to help in community mobilization/facilitation.

#### Remunerations

1. Initially the CRP team will be paid from the project through the village organization for their resource fee, food charges, travel costs and institutional charges. Later, all cost of the CRPs will be borne by the concerned VO/SHGs (when established and functioning) and hence made accountable to the Village Organisation as payment for his/her services would be rendered by the VO. Concerned VO/SHG would keep details of satisfactory utilisation of the fund and record its disbursement and utilization in its own books of record.

#### Resource Fee break up for i-CRP, UKSRLM (during field work within the State)

S.No.	Particulars	Amount to be paid (in Rs.)
1	Per Community Resource Persons (Internal) Fee per day per person*	250
2	Accommodation & Food Charges per day per person, if she travels more than 5 km from her own village and stay there.	200
3	Bus fare/ Train fare(sleeper class)	As per actual
4	Institutional Charges per day per person**	30
6	Other expenses	25

\*@ 10% increment from base year 2016-17

\*\* to be given from the mission to SHG

*(Each member of the CRP team is eligible for resource fee, food charges, bus fares/train fare as indicated above)*

2. At the end of their work in each month/round the resource person's fees, Food charges and bus fare/ Train fare shall be paid to the CRPs through cheque by the Village organization after obtaining the work done report. VO and PRP will facilitate the discussion to assess the work done by the internal CRPs and recommend the release of their Community Resource person fees, Food charges and bus/Train fare. Institutional Charges will be paid to the concern VO/SHGs only if the CRPs provide their services to the blocks other than their own blocks. The institutional charges shall be paid in favour of



Village organization/SHG that sponsored the CRPs teams. The institutional charges released to Village organization /SHG shall be shared by the SHGs, and Village organizations in the following manner. a. Village organization share =Rs. 20 per person per day and b. SHG share = Rs.10 per person per day (In case VO is not in existence the entire institutional charge i.e. Rs. 30 per person will be deposited in concerned SHG account from where CRP belongs to).

3. The village organization after retaining its share will release the SHG share of Institutional charges in the VO meeting through cheque. Village organization will conduct the feedback session on the successive VO meeting after each CRP round. PRP/BMM will facilitate the discussion to assess the work done by the internal CRPs and recommend the release of their Resource persons fees, Food charges and bus/Train fare. At the end of their work in each month/round the resource persons fees, Food charges and bus fare/ Train fare shall be paid to the CRPs directly by way of cash/ cheque by the Village organization in the feedback session after obtaining the work done report.
4. BMM will collect the information CRP wise, VO wise and take approval from the respective DMM on the amount for disbursement to the respective VOs. After approval, BMM will disburse the amount through account payee cheque to the respective VO. In the VO meeting, EC members will discuss the assessment of the work done by the internal CRPs and pass the resolution for payment to CRPs and will make the payment in the VO meeting itself. Proper receipt for the payments shall be taken and records of the same maintained in the minute's book. On completion of the work and payment of the fee and other costs, VO/SHG will submit an invoice/utilisation statement. Institutional Charges will be paid to all concerned VO/SHGs who sponsored the CRP/CRPs irrespective to the blocks or districts. The institutional charges released to Village organization shall be shared by the SHGs, and Village organizations as described in point No. 3

#### **Monitoring Mechanism of i-CRP rounds**

Monitoring mechanism before and after an i-CRP round will be as following

- All i-CRP rounds should have a briefing meeting at DMMU/BMMU office in presence of the responsible staff of the DMMU/BMMU.
- Similarly, a debriefing session will be conducted at the end of each I-CRP drive to share the work of the team in a prescribed format (ANNEXURE 5) at DMMU/BMMU office with the presence of all the staff at the mentioned unit. The purpose of the session would be to review the work done, identify the limitations/constraints if any and overcome the same.

**ANNEXURE 1**

FORM NO.:

**PRP/BMM should compile the data of the Active woman's SHG as follows:**

Name of the Active Woman:

Name of the Village:

Name of the Cluster:

Name of the Block:

Name of the District:

Contact No. if any:

**Work done report of the Active woman for the month ending.....**

Name of the Active woman:

Village:

Cluster:

Block:

District:

**For Example:**

S.No.	Date & time spent	Activity/work attended	Result/Remarks
1	16-06-2014, 7.00 pm to 10.00 pm: 3 hrs	Jai Bairunath SHG meeting attended.	
2	Etc.		
3	Etc.		

Signature of the Active woman

Remarks by PRP/BMM:

No. of Days worked:

Signature of PRP/BMM



**ANNEXURE 2**

FORM NO.:

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**Review items on Active Woman work done (consolidated)****for the month ending.....**

S. No.	Name of the Active woman	No. of Total SHGs	No. of SHG meetings attended	No. of new SHGs formed	No. of old SHGs revived	Trainings attended – no. of days	No. of trainings conducted	Review meetings attended – no. of days	Other activities as assigned
1									
2									
3									
4									
5									
6									
7									
8									

Signature of the  
PRP/BMM

### ANNEXURE 3

FORM NO.:

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Profile of Active Women		
Personal Profile	1	2
Name and age		
Father's/ Husband's name		
Category		
Address		
Contact Number		
Education Qualification		
Identified for village		
Has the SHGs/VO given their acceptance to work as AW		

### Annexure -4

Data collection format for i-CRP of a SHG

FORM NO.:

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<b>Name of the District:</b>			<b>Name of the Block:</b>			
<b>Name of the GP:</b>			<b>Name of the Village:</b>			
<b>Name of the CLF:</b>			<b>Number of SHGs assigned:</b>			
Sl. No.	Name of the Candidate with present address	Education al Qualificati on	Present Occupation	Priority status (PWD/ST/SCPWD/EP VG/Poor) as case may be.	Relation with SHGs & its' Federations (SHG member, Shakti Sahayika, External women book keeper etc.)& name of SHGs	Contact number if any



### Annexure- 5

FORM NO.:

Work done report of an i-CRP in a drive

S.No.	Indicators	During this drive
1.	Total No. of HHs in the village	
2.	No. of old SHGs revived	
3.	No. of new SHGs formed in the village	
4.	No. of SHGs following Panch Sutra properly	
5.	No. of PoP family identified	
6.	No. of A/W identified	
7.	No. BKs identified	
8.	No. of SHG meetings participated	
9.	Total saving	
10.	Any social activity if carried out	
11.	No. of potential SHGs	
12.	No. and name of A/W tagged	

Signature of i-CRP:

