

MINUTES OF THE 18TH MEETING OF STATE LEVEL PROGRAMME MANAGEMENT COMMITTEE (SLPMC) OF OTELP HELD ON 14.11.2012 AT 11.30 AM IN THE MINI CONFERENCE HALL OF ST & SC DEVELOPMENT DEPARTMENT

The 18th Meeting of the State Level Programme Management Committee (SLPMC) was held under the Chairmanship of Sri Santosh Kumar Sarangi, IAS, Commissioner-cum-Secretary to Govt., ST & SC Development Department.

At the outset, Programme Director, OTELP welcomed all the Members present to the 18th Meeting of SLPMC.

The list of Members present in the Meeting is as per Annexure 'D'.

The following were discussed and the decisions taken by SLPMC are as below:

1. Confirmation of the Proceedings of the last Meeting of SLPMC:

Minutes of the 17th Meeting of SLPMC held on 10.4.2012 has been circulated to all the Members vide letter no. 874 dt. 15.04.2012 of OTELP. As no objections / suggestions have been received from any quarter, the Committee confirmed the Minutes.

2. Actions taken on Key Decisions of the 17th Meeting of SLPMC:

PD, OTELP presented the Actions taken on the key recommendation of the 17th Meeting as follows, for the appreciations of all the Members.

- A. 17th SLPMC had approved the Annual Work Plan and Budget for 2012-13 at Rs.50.69 crores. The expenditure incurred till 31st October, 2012 is Rs.25.12 crores (50%). It was decided to expedite the expenditure and spend the entire money during the current Financial Year.
- B. As regards to the financial progress in OTELP Plus, the Committee was informed that Rs.4 crores released to OTELP for OTELP Plus has been spent and the balance requirement out of the approved amount from State Plan of Rs.14.39 crores, if released, will be spent during the current Financial Year.

C. The Committee was appraised that NGOs for Gajapati and Nawarangpur have been contracted and the implementation of the programme is under progress. Similarly, the process of Selection of FNGO for Kandhamal, Rayagada and Kalahandi is in its final stage. The NGOs for these districts shall be contracted after approval of SLPSC and the programme will be operational in these three districts by January.

D. It was also brought to the notice of the Committee that continuation of the programme in Phase I areas have been approved for another five years in pattern of OTELP Plus and the extended programme will start after contracting suitable NGOs very soon.

3. Progress under OTELP and OTELP Plus:

The Committee was appraised regarding progress of OTELP and OTELP Plus as below:

I. a. Progress Under OTELP Phase I:

Phase I of the programme started in 4 districts during 2003-04 and exited during 2012-13.	Coverage	Present Status
	<ul style="list-style-type: none"> • 10 blocks • 135 MWS • 390 villages • 19,481 HH 	<ul style="list-style-type: none"> • Proposal for extension for another 5 years in the pattern of OTELP Plus has been approved. • 135 VDC level SHG federation and two women Self help cooperatives formed. • VDF (Village Development Fund) is being utilized for maintenance of assets.

b. Progress Under OTELP Phase II:

	Coverage	Present Status
<ul style="list-style-type: none">Phase II of the programme started during 2007-08 in all the 7 districts.Programme is in 4th and 5th year of implementation.	<ul style="list-style-type: none">22 blocks223 MWS644 villages34,556 HH	<ul style="list-style-type: none">Programme is in final stage of implementation.Exit phase will start from next year.Various focused livelihood activities and federation of SHG's being promoted.

II. Financial progress:

a.

Grants in Aid received	Rs.299.3 crores
Expenditure till March, 2012	Rs.215.81 crores
SoE filed till date	Rs.174.09 crores

b.

Budget 2011-12	Rs.60 crores
Expenditure	Rs.54.86 crores
AWPB for 2012-13	Rs.50.69 crores
Expenditure till date	Rs.25.12 crores

After deliberating on the progress of OTELP in Phase I and Phase II, decisions to start the extended OTELP Phase I in pattern of OTELP Plus at the earliest was taken. Similarly, Chairman instructed that the exit Phase for Phase II, should be more pragmatic to make the programme sustainable in the long run.

III. Progress Under OTELP Plus:

The progress of OTELP is as follows:

<i>Sl No.</i>	<i>District / ITDA</i>	<i>Number of Blocks</i>	<i>Number of MWS</i>	<i>No of villages</i>
1	Koraput / ITDA, Koraput	6	101	102
2	Malkangiri / ITDA, Malkangiri	6	149	284
3	Gajapati / ITDA, Paralakhemundi	5	80	76
4	Nawarangpur / ITDA, Nawarangpur	2	50	175
5	Kandhamal / ITDA, Balliguda	3	51	137
6	Kalahandi / ITDA, Th. Rampur	2	38	90
7	Rayagada / ITDA, Gunupur	3	50	361

In all 513 Micro Watersheds will be covered in 7 districts covering nearly 1200 villages, under OTELP Plus.

The Committee was also appraised that a proposal from the Collector and District Magistrate, Keonjhar to extend OTELP Plus Programme in Banspal and Harichandanpur blocks of Keonjhar district has been submitted and is under active consideration of the Government. P.D, OTELP was requested to follow up at the Govt. level for early sanction of the proposal.

4. Actions on Key Recommendation of the JRM, 2012:

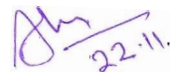
It was brought to the notice of SLPMC that JRM, 2012, to assess the performance of OTELP was fielded by IFAD and in the mean time, the project performance ratings have been communicated. The improvement of PSR compared to the last JRM was appreciated by the Committee. It was also brought to the notice of the Committee that the Programme has been rated as satisfactory.

Four recommendations of the JRM on which, actions are to be taken by SLPMC was deliberated upon and decided as follows:

Sl. NO.	JRM Recommendations	Decisions Taken
1	Construct paved concrete pathways inside settlements in all project villages using convergence with appropriate government schemes.	O TELP is to identify villages where concrete path ways have not yet been created. Based on the proposal and budgeted amount concerned Administrative Department will be moved to allocate funds / take up construction of the concrete paths at the earliest.
2	Enhance the honorarium to the VDC Secretaries and Community Mobilisers.	The performance based incentive for the communitie service providers in place of Community Mobilizers and Village Volunteers, as at Annexure 'A' and 'B' was approved after detailed deliberation to implemented immediately.
3	Introduce dynamic HR policies to retain competent staff with PSU and ITD and provide better facilities in the form of conveyance allowance, health insurance, PF, longer-term contracts, etc.	The Committee recommended the proposal of incentive to staff at PSU, O TELP as at Annexure 'C' to be placed before the next SLPSC for approval.
4	Consolidate results and document the numerous good practices and learning of the project in various components and sub-components, also review and strengthen the KM culture and practices at the ITDA and community level.	<p>a. The Committee approved the proposal for hiring the services of professional organisation with expertise in documentation to document the best practices of O TELP following all procedures in place. The Organisation should have some domain knowledge on various components and sub-components of O TELP for better documentation.</p> <p>b. PSU, O TELP was also authorised to undertake various Knowledge Management events at all levels to improve better learning.</p>

5. The Committee also approved the enhanced remuneration of Class IV employees engaged through Service Provider from Rs.4000 to Rs.4,400/- considering the inflation since last two years when the remuneration was fixed.

The Meeting ended with thanks to the Chair and all Members present.

 22.11.

**Commissioner-cum-Secretary to Govt.,
ST & SC Development Department
Chairman, SLPSC**

Community Service Provider – Social and Micro Enterprise

1. Why Community Service Provider?

Tribal community, even with their enriched indigenous knowledge, still lacks with critical know how to sustain any social or livelihoods intervention. This happens only due to lack of follow up and struggle for food and income. External service providers are ad-hoc and often graduate to an exploiter (particularly local money lenders or sahuikars). They also lack in appropriate communication which excludes majority of the members from any community. Proper identification of beneficiaries and timely delivery of services becomes challenge before the external service provider due to improper understanding about the community, lack of communication and infrastructure facility and expensive. Therefore, it is always an advantage to groom local youths as through appropriate training and capacity building programmes and promote them as community service provider to support about 40-50 families in a village. The pros here are that the resource will be available with the community; so access is easy; it's not expensive (most of the cases no cost to the consumer/ beneficiary) and thus it is sustainable. There are evidences of success in such arrangement in OTELP where Village Volunteers were promoted in various livelihoods themes to provide support services to the community and Community Resources Persons (CRP) to support landless families in facilitating the settlement of land.

2. Who is Community Service Provider – Social and Micro Enterprise

She will be a moderately literate¹ lady from the village with an ability to communicate in local dialect with the community. She should be mobile to attend village meetings, cluster meetings, SHG meetings, federation meetings etc. It is beneficial to select a daughter-in-law (*Bohu*) of the village so that the continuation will be ensured.

3. What will be her role and responsibilities?

- a. She shall be responsible for facilitating the processes of institution building in the village. Thus she will facilitate the women to organise into SHGs, form the Village Development Association and Village Development Committee and village social and financial audit subcommittee.
- b. Each CSP will manage 8-10 SHGs in one village, one VDA and their VDC and VSFASC.
- c. She will attend weekly meetings of each SHG and each meeting of VDC and monthly meeting of VDA and VSFASC.
- d. She will facilitate the SHG meetings, facilitate collection of savings, repayment of loan instalments, updation of SHG books and individual savings pass books, ensure timely deposit and withdrawal of SHG funds in/from bank.
- e. She will facilitate the VDC Secretary to records the proceedings of the VDC, VDA and VSFASC meeting and updation of VDC records.
- f. She will ensure attendance of all the SHG members in their weekly meetings and counsel the passive members for improving their participation.
- g. She will inform all the SHG members during their meeting regarding various livelihoods options, their rights, responsibilities, income generating activities etc.

¹ Preferably ability to read, write and converse with community. Basic levels of arithmetic like addition, multiplication, subtraction, division, percentage etc.

- h. She will facilitate the SHG members in taking up income generating activities using the credit from the Rural Financial Services (RFS) and also from mainstream financing (Banks).
- i. She will undertake biannual gradation of the SHGs and accordingly facilitate the bank credit linkage.

4. Key Services to be delivered by the CSP.

- a. Formation of the SHGs (includes formation of the group, filling up of membership forms, preparing group ledgers and individual passbooks, opening of group savings bank account and deposit of first month savings).
- b. Formation of the Federation of SHGs (includes collection application from each participating SHG, group contribution for the federation, filling up of the group profile in the federation book, opening of federation savings bank account, conducting first meeting of the federation with all updated records).
- c. Organising weekly meeting of the SHGs (Inviting all the members of the SHGs to attend meeting, start group proceeding with a common prayer, sharing of previous meetings resolution and actions taken on the decisions, reading out the accounts before all the members, discussion livelihoods, social and other relevant topics as per the meeting agenda).
- d. Updating the records of the SHGs (Updating the group ledger and individual pass book, writing resolution of the SHG meeting, filling up all the forms if required for the deposit of collections in bank or for disbursement of loan during the meeting).
- e. Organising monthly meeting of the SHG Federation ((Inviting all the representative members of the SHGs in the federation to attend meeting, start group proceeding with a common prayer, sharing of previous meetings resolution and actions taken on the decisions, reading out the accounts before all the members, submit loan requests to the federation and facilitate discussion for sanction and disbursement of loans, collect instalments from the respective SHGs and deposit with federation, facilitate discussion livelihoods, social and other relevant topics as per the meeting agenda).
- f. Updating the records of the SHG Federation (Updating the federation ledger and SHG wise contribution book, writing resolution of the meeting, filling up all the forms if required for the deposit of collections in bank or for disbursement of loan during the meeting).
- g. Collection of monthly savings from the members (collection and deposit of the savings amount in the SHGs bank account).
- h. Collection of loan instalments (principal + interest) from the members availed loan from the RFS/ SHG (Collection of funds and deposit of the same in the respective bank accounts).
- i. Preparation of Business Development Plan for IGAs and disbursement of loan from RFS or linkage with bank (Prepare BDP in the requisite format and submit the same to the SHG Federation of bank for approval of the loan and disbursement of loan)

5. Incentive plan for delivery of services by the CSP

Services	Incentive Terms
a. Formation of the SHGs (for once only)	Rs.100.00 per SHG
a. Formation of the Federation of SHGs (for once only)	Rs.500.00 one time
b. Organising weekly meeting of the SHGs (maximum upto 2 years with at least 80% of the SHG meetings conducted)	Rs.10.00 per meeting
c. Updating the records of the SHGs (maximum upto 2 years with at least 80% SHG's records updated)	Rs.25.00 per SHG
d. Organising monthly meeting of the SHG Federation	Rs.50.00 per month/ meeting
e. Updating the records of the SHG Federation	Rs. 50.00 per month
f. Collection of monthly savings from the members	Rs.25.00 per SHG for 100%

(maximum upto 2 years with 100% money deposited in respective SHG's bank account)	collection.
g. Collection of loan instalments (principal + interest) from the members availed loan from the RFS/ SHG (maximum upto 2 years with 100% money deposited in respective SHG's bank account)	Rs.25.00 per SHG for 100% loan recovery
h. Preparation of Business Development Plan for IGAs and disbursement of loan from RFS or linkage with bank (once for one beneficiary with more than Rs. 20,000.00 bank/ RFS linkage)	Rs.100.00 per IGA

The service fees can only be paid on attending the deliverables as described under paragraph 4.

6. To whom the CSP will report?

She will report to the VDA (and its executive committee VDC) and work closely with the VDC Secretary and President. At the FNGO level the Social and Micro Enterprise Expert shall coordinate with the CSP and provide technical and hand holding support for delivering her services to the community. At the Consortium of NGOs/ ITDA level the Expert Social and Micro Enterprises/ Programme Officer (CB/ PME) will coordinate to improve the service delivery. However the following system of monitoring will be adopted for certifying the payment of incentives to the CSP.

- a. CSP will submit a standard report based on the defined services duly certified by the VDC Secretary and President to the FNGO.
- b. The FNGO will access the quality of service delivery of the CSP and recommend the VDA for the payment of the incentives.
- c. The Expert – Social and Micro Enterprise at the FNGO level shall attend 20% of each CSP's monthly activity at the village level.
- d. The disbursement of the incentive will be done at the monthly VDA meeting.

7. Guiding principle for engagement of CSP

- a. The FNGO and ITDA shall jointly prepare a baseline status of the working area of the CSP in terms of operational scope of the deliverables (particularly the potential of a particular intervention by the CSP; for example if promotion of micro enterprise is an intervention then what is the optimum number of micro enterprises feasible in the operational area are to be decided) as outlines under para 4 & 5.
- b. The CSP will be identified from the village or from the nearby village through a community selection process. The respective VDA or the Palli Sabha shall select the CSP in a common village meeting with sufficient justification for selection clearly detailed in the resolution book.
- c. Once the CSP is selected and engaged by the VDC after community approval, the VDC shall entrust monthly/ seasonal targets to the CSP.
- d. The CSP will be eligible to receive his/ her incentive on providing his/her services to at least 30% of the beneficiary families.
- e. The maximum limit of incentive shall be Rs.5000.00 per month consolidated to a maximum of Rs.50,000.00 per year.
- f. The CSP will be supported for initial two years of their engagement or till the saturation of his/ her services/ interventions in the operational area whichever is earlier.

Annexure A

Bill for the Month of _____, 20__

Name of the CSP: _____, VDC Name: _____

Block: _____, ITDA: _____, District: _____

Services	Incentive Terms	Physical Progress	Amount Claimed (in Rs.)
a. No. of SHGs formed	Rs.100.00 per SHG		
b. No of Federation of SHGs formed	Rs.500.00 one time		
c. No. of SHG meetings organised i. SHG 1 _____ ii. SHG 2 _____ iii. SHG 3 _____ iv. SHG 4 _____ v. SHG 5 _____ vi. SHG 6 _____	Rs.10.00 per meeting		
d. No. of SHG records updated	Rs.25.00 per SHG		
e. No of meetings organised for the SHG Federation	Rs.50.00 per month/ meeting		
f. SHG Federation records updated on _____ (Date)	Rs. 50.00 per month		
g. No. of SHGs with 100% savings collection i. SHG 1 _____ ii. SHG 2 _____ iii. SHG 3 _____ iv. SHG 4 _____ v. SHG 5 _____ vi. SHG 6 _____	Rs.25.00 per SHG for 100% collection.		
h. No. of loan instalments (principal + interest) from the members availed loan from the RFS/ SHG collected. i. SHG 1 _____ ii. SHG 2 _____ iii. SHG 3 _____ iv. SHG 4 _____ v. SHG 5 _____ vi. SHG 6 _____	Rs.25.00 per SHG for 100% loan recovery		
i. No. of Business Development Plan for IGAs prepared and loan from RFS disbursed from RFS/ Bank	Rs.100.00 per IGA		

An amount of Rs. _____ may kindly be approved and paid to self for providing services as indicated above.

Signature of the CSP – Livelihoods and NRM

Sanctioned and paid an amount of Rs. _____ for providing services livelihoods and NRM services to the communities.

Approved

Approved

VDC Secretary

VDC President

Community Service Provider – Livelihoods and NRM

Why Community Service Provider?

Tribal community, even with their enriched indigenous knowledge, still lacks with critical know how to sustain any social or livelihoods intervention. This happens only due to lack of follow up and struggle for food and income. External service providers are ad-hoc and often graduate to an exploiter (particularly local money lenders or sahuikars). They also lacks in appropriate communication which excludes majority of the members from any community. Proper identification of beneficiaries and timely delivery of services becomes challenge before the external service provider due to improper understanding about the community, lack of communication and infrastructure facility and expensive. Therefore, it is always an advantage to groom local youths as through appropriate training and capacity building programmes and promote them as community service provider to support about 40-50 families in a village. The pros here are that the resource will be available with the community; so access is easy; it's not expensive (most of the cases no cost to the consumer/ beneficiary) and thus it is sustainable. There are evidences of success in such arrangement in OTELP where Village Volunteers were promoted in various livelihoods themes to provide support services to the community and Community Resources Persons (CRP) to support landless families in facilitating the settlement of land.

Who is Community Service Provider – Livelihoods and NRM?

She/ He will be a moderately literate¹ person from the village with an ability to communicate in local dialect with the community. She should be mobile to attend village meetings, cluster meetings, farmers meetings, SHG meetings, federation meetings etc. Any progressive farmer, persons with experience in implementing small NRM structures, master mason etc. are eligible to become CSP – Livelihoods and NRM.

What will be his/ her role and responsibilities?

- a. He/ She shall be responsible for preparation of plot wise beneficiary wise micro plan (VDLP) with association of community members and FNGO.
- b. Identify the location of the NRM structures to be implemented along with the beneficiary and give layout for the activity.
- c. Organise beneficiary user groups (in case of the activity is benefiting more than 1 family) and orient them on the methodology of implementation of the activity.
- d. Supports the user group in taking approval of the activity in the VDA and open case record for the activity with the support of the VDC Secretary.
- e. Identify the labour to be engaged in the activity and facilitate the work during the implementation.
- f. Take full measurement of the activity and based on work done fill up the muster roll in the respective case records.
- g. Maintain and update the case record (which includes muster roll and other processes documentation) along with the VDC Secretary in regular manner.

¹ Preferably ability to read, write and converse with community. Basic levels of arithmetic like addition, multiplication, subtraction, division, percentage etc.

- h. Support the VDC Secretary in preparation of the MPRs and other related reports and documentation.
- i. For livelihoods activities (particularly for on-farm activities) he/she will facilitate the identification of the beneficiary.
- j. Prepare appropriate land use planning with the farmers.
- k. Provide handholding support and training (in case it is required) to the identified beneficiaries on the selected on farm livelihoods activity.
- l. Ensure timely supply of the farm inputs (seeds, fertiliser, credit, technical knowhow etc.) to the farmers during the cropping season.
- m. Conduct regular visit to the farmers' field to follow up proper crop husbandry and care.
- n. Facilitate post production support (storage, grading, cleaning, packaging etc.)
- o. Motivate farmers to adopt the new crops/ technologies promoted by the programme and proposed by the farmers.

Key Services to be delivered by the CSP.

- a. Identification of beneficiary and formation of user groups (Initial meeting with the beneficiary members, counselling for beneficiary contribution, identify the beneficiaries on the well being ranking chart, social map and treatment map of the village, formation of the user group, submitting the request before the VDA for the approval of the activity with reference to the VDLP, approval of the work from the VDA and opening of the case record).
- b. Site selection and layout for NRM/ CIF activities (No objection from the concerned land owner/ govt., collection of the technical and administrative approved estimate from the FNGO, design of the structure, give layout of the structure in the presence of beneficiaries and the Expert – Engineering of the FNGO).
- c. Identification of labour and facilitate the implementation of work (inform the labourers from the previous night regarding the next day job to be done, evenly distribute the labours at the work place for better output, inform the wage rate to the labourers vis-à-vis the work done, maintain the muster roll for the day).
- d. Measurement of work-done (Individual labour wise measurement of the work done on daily basis, recording of the measurements as against the approved design and estimate).
- e. Maintenance and updation of case record, muster roll and other requisite documents (open and update the case records as and when the work implementation progresses, fill up the muster rolls and submit the same to the VDC for payment advise in every 7 days interval).
- f. Preparations of MPRs (prepares the monthly progress report for self on deliverables and assist the VDC Secretary in preparing the MPRs to be submitted to the ITDA).
- g. Preparation of farmer wise land use plan (using the treatment plan of the village prepare each individual farmer wise season wise crop planning and submit to the VDC for approval and sanction of funds for procurement of inputs).
- h. Handholding support to the farmers for adoption of crop/ technology (Mobilise the farmers for land preparation, procurement of inputs, application of fertiliser, seed sowing, weeding and any other kind of support required by the farmer in time to time during each cropping season).
- i. Input supply and credit (facilitate the farmer to obtain credit from the SHG or from bank for procurement of inputs and hiring agriculture labour if required, consolidate farmers requirement at the village level and facilitate the procurement process through government authorised suppliers to minimise cost, link with the village seed banks or state seeds supplies system to ensure timely availability of seeds to the farmer)

Incentive plan for delivery of services by the CSP

Services	Incentive Terms		
	Unit	Rate (Rs.)	Payment terms
a. Identification of beneficiary, formation of user groups	Beneficiary	Rs. 10.00	On submission of application by UG
b. Site selection and layout for NRM/ CIF activities.	Site	Rs.50.00	On completion of layout
c. Identification of labour and facilitate the implementation of work.	One muster period	Rs. 50.00	After payment to UG on completion of one muster period (15 days)
d. Measurement of work done.	Measurement	Rs.25.00	After recording measurement in case record
e. Maintenance and updation of case record, muster roll and other requisite documents.	Case record	Rs. 100.00	On closure of case record (work completion certificate by UG and completion of social audit)
f. Preparation of MPRs.	MPR	Rs.25.00	After submission of MPR to FNGOs
g. Promotion of Livelihoods Models for adoption by the beneficiary			
1. SRI	Households	Rs. 25.00	After crop period with at least 10 farmers with 5 acres of crop coverage
2. Line Sowing for crops	Households	Rs. 25.00	After crop period with at least 10 farmers with 5 acres of crop coverage
3. Raised bed vegetable cultivation using drip irrigation	Households	Rs. 25.00	After crop period with at least 05 farmers with 2 acres of crop coverage
4. Production, packaging and application/ sell of vermi compost	Qtl.	Rs. 50.00	After application in farmers field/ sell of product
5. Intercropping (all crops)	Households	Rs. 25.00	After crop period with at least 5 farmers with 2 acres of crop coverage
6. Mixed Cropping (all crops)	Households	Rs. 25.00	After crop period with at least 5 farmers with 2 acres of crop coverage
7. Wadi Model of orchard	Households	Rs. 100.00	Each year during July up to 5 years (On survival of 90% plants)
8. Summer ploughing (April-May)	Households	Rs. 10.00	With at least 50% farmers in the village with all farm land held by these farmers.
9. Seed treatment through subsidised fungicides of Agril. Deptt.	Households	Rs. 5.00	At least 50% farmers
10. Input supply and credit arrangements (from Agril. Deptt. & financing agencies/ SHGs)	Households	Rs. 0.5% of the total value	At least 50% farmers
11. Mother chick unit for Banraja/ Broiler poultry farming through SHG	SHG	Rs. 500.00	On completion of 1 st cycle
	SHG	Rs. 500.00	After completion of next 4 to 5 cycles in a year maximum upto 1 year.
12. Backyard poultry by individual members	Households	Rs. 50.00	After selling of birds
13. Goat rearing by individual members	Households	Rs. 500.00	After completion of 8 months

To whom the CSP will report?

She will report to the VDA (and its executive committee VDC) and work closely with the VDC Secretary and President. At the FNGO level the Engineering Expert shall coordinate with the CSP and provide technical and hand holding support for delivering her services to the community. At the

Consortium of NGOs/ ITDA level the Expert Engineering/ Watershed Development Officer will coordinate to improve the service delivery. However the following system of monitoring will be adopted for certifying the payment of incentives to the CSP.

- a. CSP will submit a standard report based on the defined services duly certified by the VDC Secretary and President to the FNGO.
- b. The FNGO will access the quality of service delivery of the CSP and recommend the VDA for the payment of the incentives.
- c. The Expert – Engineering at the FNGO level shall attend 20% of each CSP's monthly activity at the village level.
- d. The disbursement of the incentive will be done at the monthly VDA meeting.

Guiding principle for engagement of CSP

- a. The FNGO and ITDA shall jointly prepare a baseline status of the working area of the CSP in terms of operational scope of the deliverables (particularly the potential of a particular intervention by the CSP; for example if promotion of micro enterprise is an intervention then what is the optimum number of micro enterprises feasible in the operational area are to be decided) as outlines under para 4 & 5.
- b. The CSP will be identified from the village or from the nearby village through a community selection process. The respective VDA or the Palli Sabha shall select the CSP in a common village meeting with sufficient justification for selection clearly detailed in the resolution book.
- c. Once the CSP is selected and engaged by the VDC after community approval, the VDC shall entrust monthly/ seasonal targets to the CSP.
- d. The CSP will be eligible to receive his/ her incentive on providing his/her services to at least 30% of the beneficiary families.
- e. The maximum limit of incentive shall be Rs.5000.00 per month consolidated to a maximum of Rs.50,000.00 per year.
- f. The CSP will be supported for initial two years of their engagement or till the saturation of his/ her services/ interventions in the operational area whichever is earlier.

Annexure A

Bill for the Month of _____, 20__

Name of the CSP: _____, VDC Name: _____

Block: _____, ITDA: _____, District: _____

Services	Incentive Terms		Physical Progress (no. of units)	Amount Claimed in Rs.
	Unit	Rate (Rs.)		
a. Identification of beneficiary, formation of user groups	Beneficiary	Rs. 10.00		
b. Site selection and layout for NRM/ CIF activities.	Site	Rs.50.00		
c. Identification of labour and facilitate the implementation of work.	One muster period	Rs. 50.00		
d. Measurement of work done.	Measurement	Rs.25.00		
e. Maintenance and updation of case record, muster roll and other requisite documents.	Case record	Rs. 100.00		
f. Preparation of MPRs.	MPR	Rs.25.00		
g. Promotion of Livelihoods Models for adoption by the beneficiary				
1. SRI	Households	Rs. 25.00		
2. Line Sowing for crops	Households	Rs. 25.00		
3. Raised bed vegetable cultivation using drip irrigation	Households	Rs. 25.00		
4. Production, packaging and application/ sell of vermi compost	Qtl.	Rs. 50.00		
5. Intercropping (all crops)	Households	Rs. 25.00		
6. Mixed Cropping (all crops)	Households	Rs. 25.00		
7. Wadi Model of orchard	Households	Rs. 100.00		
8. Summer ploughing (April-May)	Households	Rs. 10.00		
9. Seed treatment through subsidised fungicides of Agril. Deptt.	Households	Rs. 5.00		
10. Input supply and credit arrangements (from Agril.	Households	Rs. 0.5% of the total		

Deptt. & financing agencies/ SHGs)		value		
11. Mother chick unit for Banraja/ Broiler poultry farming through SHG	SHG	Rs. 500.00		
	SHG	Rs. 500.00		
12. Backyard poultry by individual members	Households	Rs. 50.00		
13. Goat rearing by individual members	Households	Rs. 500.00		
TOTAL:				

An amount of Rs. _____ may kindly be approved and paid to self for providing services as indicated above.

Signature of the CSP – Livelihoods and NRM

Sanctioned and paid an amount of Rs. _____ for providing services livelihoods and NRM services to the communities.

Approved

Approved

VDC Secretary

VDC President

Annexure 'C'

The fourth recommendation of the previous JRM as mentioned under agenda item no. 4 is for revisiting the existing HR policies including composition of WDT in order to optimize human resources assets and adequately retain experienced professionals.

For retaining the experienced professionals working in the programme since long, the remuneration package provided to these professionals are not at par with other similar projects with similar responsibilities. Therefore, it is essential to adopt an appropriate HR policy to retain the experienced professional staff. A comparative picture has been provided in the following table for kind perusal of the members of the committee:

Position	O TELP	TRIPTI/ NRLM	OWDM
Team Leader	No such position	Rs. 60000.00 to Rs. 70000.00	One among the experts are nominated as team leader and paid Rs.10,000 extra.
Expert/ Specialist/ Programme Officer etc.	Rs.35,000.00	Rs.40000.00 to Rs.50000.00	Rs.47500.00

Besides, there is no provisions for annual increment in remuneration of the staff of O TELP where in other programmes, there is a provision for annual increment with other added benefits like conveyance allowance, health allowance, house rent etc. Therefore, it is proposed to enhance the remuneration of the professional staff as per the following schedule depending upon their tenure of engagement in the programme to retain the experienced staff.

Sl. No.	Duration of Service	Annual Increment	Other Provisions
			Health Insurance
1	After completion of 3 years with O TELP	5% per annum with respect to the last salary drawn for 4 th and 5 th year.	
2	After completion of 5 years with O TELP	10% per annum with respect to the salary drawn at the end of 5 th year, for 6 th year and 7 th year .	
3	After completion of 7 years with O TELP	15 % per annum with respect to the last salary drawn at the end of 7 th year for subsequent year.	

It proposed to re-fix the remuneration by taking the total tenure in terms of number of years completed by each staff in the programme. The current remuneration will be taken for the purpose of re-fixing the remuneration. This shall be applicable from the month of November, 2012.

**MEMBERS PRESENT IN THE 18TH MEETING OF STATE LEVEL
PROJECT MONITORING COMMITTEE (SLPMC) HELD ON 14.11.2012
IN THE MINI CONFERENCE HALL OF ST & SC DEVELOPMENT
DEPARTMENT OF ODISHA SECRETARIATE**

Sl.No.	Name	Designation
1	Sri Santosh Sarangi, IAS	Commissioner-Cum-Secretary, ST & SC Development Department & Chairperson
2	Sri S.K. Popli, IFS	Director (SC)-Cum-Ex-Officio Special Secretary, ST & SC Development Department
3	Sri A.B. Ota, IAS	Director (Tribal Affairs) & Ex-Officio Additional Secretary, ST & SC Development Department
4	Sri Susant Nanda, IFS	Programme Director, OTELP
5	Sri A.C. Samantray, OFS	Financial Advisor, ST & SC Development Department
6	Sri G. Nandi	Deputy Secretary, Finance Department
7	Sri Nirakar Panda	Joint Director, Planning & Coordination Department
8	Sri B.K. Bhitria	Under Secretary, P.R. Department
9	Sri Niranjan Sahu	Manager, GIS Watershed Development Mission