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'COMMUNITY INSTITUTION MATERIAL' POLICY in JEEVIKA

Community Institution Development is one of the key components of Bihar Rural Livelihoods Project – JEEVIKA, which entails formation and strengthening of Self Help Groups of women particularly from poorest of the poor community and building and developing their federation at village and subsequently at cluster and block level. This will improve their livelihoods and enable them to access and negotiate better services, credit and assets from public and private sector agencies and financial organizations.

Block units have been intensively involved in organizing the poorest of the poor community into Self Help Groups and making their federations at the village level in the form of Village Organization. The SHG are engaged in conducting various activities like saving, inter-loaning, repayment of loans and providing social services to its members. While VO are providing several financial and social services to SHGs which include savings from SHGs, routing of CIF to SHGs, managing CMs, Book keepers and their honorarium, Health risk fund, food security fund etc. Apart from this, many VOs are engaged in availing various services and benefits of government schemes and programmes.

In order to conduct these activities smoothly and institutionalize the process of development, some Community Institution Material is required for CBOs, primarily for SHG and VO and subsequently for Cluster level federation, Block level federation, Producer Groups, Health and Nutrition Centres etc. Initially, the Community institution material shall be provided by the Project but later on respective CBOs will bear the cost in phased manner.

One of the key non- negotiable principles of the project is participation and involvement of the community members in the process of institution development. Hence, to seek their participation and involvement and also to ensure their ownership and sustainability in the longer run, the community institution needs to bear the cost of community institution material from their own income. The self-help groups and village organizations formed will get the community institution material as per the table mentioned below. It is envisaged that in course of time the village organizations and their SHGs will earn sufficient income to share costs. The proposed material and sharing of costs at both the levels is as follows:

CA
30/9/2011

SHG Level	Community Institution Material	1 st Time	2 nd Time	3 rd Time	4 th Time	5 th Time	6 th Time Onwards
	Books of Records	Free	Free	Free	25%	50%	100%
	Cash- Register Box		One time supported by the Project				
	Chat/ Tarpaulin Sheet		One time supported by the Project				
VO Level	Community Institution Material	1 st Time	2 nd Time	3 rd Time	4 th Time	5 th Time Onwards	
	Books of Records	Free	Free	25%	50%	100%	
	Cash- Register Box		One time supported by the Project				
	Dari		One time supported by the Project				
	Miscellaneous Items		One time supported by the Project				

A. Specification for Community Institution Material

1. Books of Records- Standard Books of Records for CBOs, promoted by the project has been designed and developed. The SHG and VO will get these books.

2. Cash- Register Box- The size of the Register Box will approximately be 2.5 ft in length, 1.5 ft in breadth and 1 ft in height so that it accommodates all books of records. A separate small Cash Box for putting cash approximately of 8 inches X 6 inches X 4 inches is also needed. It will be ensured that the register box should be big enough to accommodate the small cash box as well. The purchase of Cash- Register Box will be done by the VO based on the minimum recommended specification. The project will facilitate it by supporting maximum amount of Rs. 700/- for each Cash- Register Box per SHG and VO. The VO can also add its contribution for purchasing better quality or higher specification Cash- Register Box.

3. Dari/ Chat- SHG can purchase one set of Chat/ Tarpaulin Sheet minimum size of 5ft X 6ft for meeting/ training purpose. The project will facilitate it by supporting a maximum amount of Rs. 300/- per SHG. The VO can purchase 2 set of Dari each minimum size of 8ft X 12ft for conducting its meeting. The project will facilitate it by supporting a maximum amount of Rs. 2500/ for 2 sets. The SHG and VO can add its contribution for purchasing better quality or higher size dari/ chat.

4. Miscellaneous Items- Miscellaneous items like jug, glasses, chalks, duster, black board etc will be purchased by VO which can be used during VO level trainings or meetings. The project will facilitate it by supporting a maximum of Rs. 1000 per VO. VO can also add its contribution for purchasing better quality material.

B. Eligibility for Availing Community Institution Material

1. For Books of Records

SHGs- SHGs which have got basic modular trainings and completed successfully 8 meetings with weekly saving will be eligible for community institution material.

Village Organisation- VOs which have got basic modular trainings and have completed 2 rounds of meeting with elected office bearers will be eligible for community institution material.

CA
30/9/2011

2. For Cash- Register Box, Dari and Miscellaneous Items

SHGs- Village Organization is formed and at least 8 SHGs formed in the village are part of the Village Organisation. There may be some case where the target household in a village is very less and there are fewer chances of forming the critical number of SHGs to form the Village organization. In that case, the nearby Village Organisation will purchase Cash- Register Box and Chat and give to the SHGs.

Village Organisation- VOs which have got basic modular trainings and have completed 2 rounds of meeting with elected office bearers will be eligible for Cash- Register Box, Dari and miscellaneous items.

C. Process of Approval of Community Institution Material

Step 1: Preparation of an Indent from the VO for Community Institution Material

Based on the eligibility criteria mentioned above for SHG and VO participation, VO will prepare an indent, facilitated by concerned CC in a proforma and with his/ her recommendation, send it to the BPIU. If any SHG joins the VO in course of time, then also, the indent has to be raised in this proforma only. The format of the proforma can be seen below.

SAMPLE: Indent Proforma from VO to BPIU

BLOCK Name: _____ , PANCHAYAT Name: _____								
VO Name: _____ , VILLAGE Name: _____								
Sl.	VO/ SHG Name	Unit of Box	Unit of Chat/ Dari	Unit of Misc. Items	Cost of Box	Cost of Chat/ Dari	Cost of Misc. Items	Total amount
1	XYZ VO	1	2	1	700	2500	1000	4200
2	X1 SHG	1	1	0	700	300	0	1000
3	X2 SHG	1	1	0	700	300	0	1000
4	X3 SHG	1	1	0	700	300	0	1000
TOTAL		4	5	1	2800	3400	1000	7200
Checked by Bookkeeper (Y/N), Signature with date:								
Signature of OFFICE BEARER with STAMP								
President			Secretary			Treasurer		
Recommendation by Community Coordinator (Signature with date):								

CA
30/9/2011

Step 2: Taking Approval for the Community Institution Material

After getting the indent from VO which is duly recommended by the concerned CC, BPM/ In Charge will approve it for further disbursement of cheque to the VO. A separate file by name '**COMMUNITY INSTITUTION MATERIAL**' will be created and all approvals will be taken in that file only.

Step 3: Disbursement of Cheques to VO and Procurement of Material by the VO

The BPM/ In Charge will send Account Payee Cheque to the respective VO for further procurement of community institution material. The VO will procure all material within 1 month from receiving of amount in their account. The community institution material will be procured by the VO in a method mentioned below as-

SHG and VO Books of Records

Standard Books of records have been developed by the project and it has to be same in all the SHGs and VOs. In order to maintain the standard, it will be printed by the project and supplied to all the SHGs and VOs by the respective BPIUs initially but later on by the BLF/ CLF to VO and their SHGs.

Cash- Register Box and Chat/ Dari for SHG & VO and Miscellaneous Items for VO

The Cash- Register Box and Chat for SHGs and VO and miscellaneous items for VO will be procured by the concerned village organization by forming a procurement committee of minimum three members. It is to be ensured that in no case the member of the procurement committee should be same as the office bearer of the Village Organisation. The concerned CC will only facilitate in the procurement of community institution material. The bills and vouchers of the items purchased should be retained with the village organization.

Step 4: Utilization Certificate from VO to BPIU

BPM will ensure that Utilization Certificates from all Village Organizations are received within three (3) months. The respective VO will prepare UC, facilitated by concerned CC and send it to BPIU as soon as the procurement takes place at the VO level. BPM will also make a field visit to at least 20% of the VO received community institution material to ensure proper procurement and distribution of material to the SHGs. The format for taking UC from VO can be seen below.

It is to be noted that, at the time of payment to VOs on the basis of indent received from it, the accounting entries will be made as advance to VOs. After receipt of UCs / financial report from VOs, advance will be adjusted with expenditure. The second indent or advance should only be given after receipt of UCs of first advance.

CA
30/9/2011

SAMPLE: Format of Utilisation Certificate from VO to BPIU

BLOCK Name: _____, PANCHAYAT Name: _____

VO Name: _____, VILLAGE Name: _____

UC for the Period: From _____ To _____

Sl.	VO/ SHG Name	Unit of Box	Unit of Chat/ Dari	Unit of Misc. Items	Cost of Box	Cost of Chat/ Dari	Cost of Misc. Items	Total amount	Amount Utilised
1	XYZ VO	1	2	1	700	2500	1000	4200	3900
2	X1 SHG	1	1	0	700	300	0	1000	800
3	X2 SHG	1	1	0	700	300	0	1000	800
4	X3 SHG	1	1	0	700	300	0	1000	800
TOTAL		4	5	1	2800	3400	1000	7200	6300

1. No. of SHG received Community Material (as per detail mentioned above):

2.Total amount of Fund utilized by the VO (both in figure and word):

Checked by Bookkeeper (Y/N), Signature with date:**Signature of OFFICE BEARER with STAMP****President****Secretary****Treasurer****Community Coordinator (Signature with date):****D. Reporting Mechanism**

The Training Manger/ In Charge is the nodal person in a district who will ensure proper utilization of community institution material by the blocks. He will monitor its rolling out in the field. Every month, the nodal person will send a report of block wise status to SPM- IB&CB and DPM in a format mentioned below:-

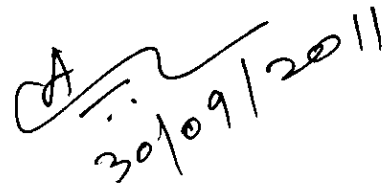
CA
30/9/2011

Reporting Format

DISTRICT Name: _____ Month: _____

Sl.	Block Name	Eligible VOs	Eligible SHGs	No. of VOs received Books of Records	No. of SHGs received Books of Records	No. of VOs received fund	Comm. Inst. Mat. Procured by VO
1	BPIU1	11	12	11	12	11	11
2	BPIU2	12	13	12	13	12	12
3	BPIU3	13	14	13	14	13	13
TOTAL		36	39	36	39	36	36

Training Manager/ In Charge (Signature with date):



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(Arvind Kumar Chaudhary)
Project Director-cum-CEO
Bihar Rural Livelihoods Promotion Society

For Distribution

1. CFO/ OSD/ AO/ FO/ PS/ PO.
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