

**J-11011/1/2016/RL (E- 352855)**

**Government of India**

Ministry of Rural Development  
Department of Rural Development  
(Rural Livelihoods Division)  
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7<sup>th</sup> Floor, NDCC II, Building  
Jai Singh Marg, New Delhi 110001  
**Dated 13<sup>th</sup> March 2023**

To,

The SMD/CEO, SRLMs  
All State/UTs

**Sub: AGEY Guidelines**

Madam/Sir

The Government of India has approved the extension of AGEY till 31<sup>st</sup> March 2026 (concurrent with the DAY-NRLM). The draft revised guidelines for the AGEY are attached herewith.

You are requested to share your inputs on the revised guidelines, so as to reach the undersigned latest by the 18<sup>th</sup> March 2023.

Yours faithfully,

  
(Raghvendra Pratap Singh) 13/3/23  
Director (RL)

## **Aajeevika Grameen Express Yojana (AGEY)**

**Draft Guidelines – Feb 24, 2023**

**The guidelines override all existing guidelines and advisories sent to the states with respective to AGEY.**

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### **Background and Rationale**

The Ministry of Rural Development (MoRD) is implementing the DAY-NRLM with the objective to eliminate rural poverty through innovative implementation strategies involving mobilisation and organisation of the rural poor. It focuses on the promotion of their financial and economic inclusion as well as promotion of convergence with other livelihood programmes. DAY-NRLM aims to promote efficient and effective CBOs, such as SHGs and their federations as institutional platforms of the poor as mediating institutions to boost their collective bargaining power, and to leverage resources to augment livelihoods and improve their quality of life.

In addition, the DAY-NRLM has an objective of achieving increased access to rights, entitlements and public services, diversifying risk and bettering social indicators of empowerment. DAY-NRLM has believed in harnessing the innate capabilities of the women from poor households and complementing them with capacities (information, knowledge, skills, tools, finance and collectivization) to participate in the growing economy of the country. DAY-NRLM facilitates livelihood opportunities to women who are members of Self-Help Groups (SHGs) in both traditional livelihood and non-traditional livelihood areas where women are engaged.

Rural transportation facilitates people's access to jobs, markets, schools, health care and other services; it supports the movement of essential goods into rural areas and the movement of agricultural produce to markets. Rural transportation services are often inadequate and fall short in meeting the demands of mobility. It is important to improve access to transport facilities for passengers and goods in an effort to stimulate economies and alleviate poverty, and this needs to be looked at in the context of mobility and accessibility of rural women.

The MoRD builds rural roads under PMGSY to facilitate the above mentioned access, however, it has been noticed that in remote villages, though roads have been constructed, there is no regular public transport plying on these roads, thereby defeating the purpose of the construction of these roads. The AGEY component of the SVEP umbrella schemes proposes to overcome this gap, by supporting plying of CBO monitored public transport vehicles (of appropriate passenger carrying capacity).

The Government of India is continuing the "Aajeevika Grameen Express Yojana" (AGEY) a component under the SVEP Umbrella schemes under Deendayal Antyodaya Yojana-National

Rural Livelihoods Mission (DAY-NRLM). While the AGEY was launched in the financial year 2017-18 it is being continued till 2025-26, to run concurrently with DAY\_NRLM.

Since its inception, a total of 2254 AGEY vehicles have been purchased by the beneficiaries across 26 States/UTs. An evaluation study was done by NIRD&PR to understand the impact of the AGEY and its scope for further continuation. The study had the following objectives

- a. To understand and analyse the overall impact of the AGEY on the livelihoods of the targeted communities
- b. To understand the outreach of vehicles in connecting rural places with urban centres
- c. To evaluate benefits received by the stakeholders at various levels
- d. To identify implementation gaps and provide recommendations for improvement

The study was conducted during February 2022 to July 2022, in eighteen sample states. The study found that the AGEY has largely fulfilled its mandates of providing alternate sources of livelihood to women by assisting them to run safe, affordable and community monitored transport services in backward and remote rural areas, connecting people to key services and amenities.

The key findings from the study revealed that the AGEY was found impactful in the rural areas among the beneficiaries [both Individual and Group] as well as the consumers. AGEY's unique outreach in remote villages, its positive impact on improving access to facilities (health, social and economic) for the targeted communities, support for marketing, employment generation, and access to opportunities in areas of economic growth makes the AGEY incredibly effective.

All the stakeholders of the AGEY had strongly endorsed the success of the AGEY program during the study. The study pointed out that the AGEY has given an opportunity to CBOs to work in a new domain to support livelihoods through public transportation services. The study results revealed vehicles were well accessed and distributed to the targeted beneficiaries and the majority of the vehicles are allocated to the backward and socio-economically poorer section of the society. The study recommended the further continuation of AGEY needs revised implementation guidelines with a robust monitoring framework.

These revised guidelines are based on the study finding and feedback from the states, The AGEY component of the SVEP umbrella schemes is proposed to continue till 2025-26 concurrently with the NRLM.

### **Objectives of Aajeevika Grameen Express Yojana (AGEY)**

AGEY aims to

- (i) To provide safe, affordable and community monitored rural transport services to connect remote villages with key services and amenities including access to markets, education, and healthcare for the overall economic development of the area.

- (ii) To provide an alternative source of livelihoods to members of SHGs under DAY-NRLM by assisting them to operate public transport services in backward rural areas.
- (iii) To provide an opportunity to CBOs to work and also to support the livelihoods of SHG members in a new domain of public transport to address the limits to mobility and accessibility to public transport facilities faced by rural women.

### **Salient features of Aajeevika Grameen Express Yojana (AGEY)**

- AGEY aims to provide alternate livelihood opportunities to community members by providing rural transport services to connect remote villages with key services and amenities including access to markets, education, and healthcare.  
As the vehicles are to be provided in rural areas where the economic feasibility for operating commercial transport vehicles was low, the AGEY provides a provision of meeting the viability gap by providing an interest free loan to the SHG members/CBOs for the purchase of the vehicle and it is envisaged that this will help in the overall economic development of the area.
- The key components of AGEY can summarized as below :

The AGEY is a demand based program and the states can seek to support vehicles in remote blocks and villages of the state based on need and demand, which shall be assessed and approved by the EC of the MoRD.

Key Processes under the program:

- a) The state shall identify villages and blocks where there is a gap in terms of vehicular connectivity.
- b) The state shall undertake a route feasibility survey before finalising a route for the villages with no or little connectivity.
- c) Based on the route feasibility survey the appropriate vehicle (3 wheeler or 4 wheeler) may be suggested for the route. The estimated P&L for the vehicle operations should be worked out and the viability gap should be estimated. According to the viability gap it should recommend SHG member owning the vehicle or the CBO owning the vehicle. **A proposed business plan for the operations of the proposed vehicle on the proposed route must be made.**
- d) Post step c, the SRLM should take steps to motivate the CBOs and SHG members about the AGEY and the opportunity available.
- e) Accordingly, the SRLM through the CBO network, should identify potential SHG members who'd be interested in and are eligible as per the norms given below, for buying and operating an AGEY vehicle.
- f) **The SRLM should club all the selected potential AGEY entrepreneurs and upto 2 CBO members from every CBO funding an AGEY vehicle into a batch and get them trained by RSETI or similar organisation for learning how to manage a business of running a vehicle.**
- g) **The state should also make Standard Operating procedures and guidelines for selection of and operating a 3 wheeler (e-rickshaw) and 3 wheeler (fuel operated) and 4 wheeler as a**

business. These SOPs should clearly specify the cash flow needs for managing the vehicle and its related expenses, including lumpy and periodic expenses like changing of tyres, payment of taxes, renewal of permits, renewal of insurance policy etc, and suggest mechanisms to keep aside sums from the revenue earned for these expenses. It is critical that the operators understand and appreciate that cash in flows from the operation of the vehicle is NOT EQUAL to profit. The SOP on E-rickshaw may focus on the pre-conditions for successful operations of the e-rickshaw – access to regular power supply for battery recharging, access to spares and maintenance workshops etc.

- h) The AGEY funds as per guidelines (Maximum of Rs. 8.5 lakhs for a community owned vehicle and Rs. 6.5 lakhs for an individual owned vehicle) as per the type of vehicle and ownership pattern proposed by the route feasibility report, may be transferred to the relevant CBO after the training for purchase of the vehicle.
- i) The SHG beneficiary or the CBO shall purchase a new vehicle of any brand and model, which is suitable and has a good after sales and service network on or near the route of the vehicle using the AGEY funds. (Old/ Second hand vehicles shall not be supported under AGEY). A minimum of 10% of the cost of the vehicle has to be contributed by the beneficiary in case of an individual owned vehicle. The baseline information of each beneficiary and village should be clearly captured by the SRLM to compare and evaluate the impact of the AGEY post implementation.
- j) The CBO should ensure and monitor the operation of the vehicle on the predefined route and at the pre-agreed frequency. The CBOs should also monitor the repayment of the loan or lease rent as the case may be and ensure that there are no defaults on the repayment.
- k) The SRLM block team should enter the one time data of the vehicle, the starting and ending point of the defined route for the vehicle and one time details of the beneficiary.
- l) The SRLM would also enter the monthly repayment data on the NRLM MIS portal, as well as the achievement of revenue and profit as compared to the business plan. The entry on the NRLM MIS portal shall be the basis for measuring the physical achievement of targets by the states. Non entry in the NRLM MIS portal shall make the state ineligible to claim expenditure under AGEY.

- The States will have the following 2 options to implement the AGEY :

#### Option I:

- Vehicle will be financed and owned by the Community Based Organisations (CBOs) out of the Community Enterprise Fund (CEF) transferred under the AGEY. The vehicle will be purchased and owned by CBO and leased to SHG members. A tripartite lease agreement in non-judicial stamp paper to be signed between CLF/VO – SHG and SHG member. In case the amount under AGEY is not adequate, the CBO may take a top-up loan from a commercial financial institution as long as the operation of the larger and more expensive vehicle is financially viable.
- The beneficiary SHG member will operate the vehicle on the selected route and will pay a monthly lease rental to the CBO. Care will be taken to ensure that the monthly lease rental fixed is reasonable and supports viability of the enterprise for the SHG member and the cost of the vehicle is also recovered from the SHG member over a maximum period of 6 years.
- Interest will not be charged while recovering the cost through lease rental.

- Annual cost of insurance, road tax, permit cost and maintenance cost including replacement of tyres would be borne by the CBO. The maximum funding for such items shall not exceed Rs. 2.00 lakhs per vehicle per CBO for the duration of the AGEY from 2022-23 to 2025-26. The expenditure on this account will be incurred by the CBOs, as per requirement with proper supporting documents as per the audit requirements of the CBOs.
- The running cost of the vehicle and routine maintenance (i.e., fuel, oil, engine oil, servicing etc.) shall be borne by the SHG member.
- In the initial period till the CBO owns the vehicle, the vehicle shall be registered in the name of the CBO or some nominated person of the CBO.
- The decision regarding the ownership of the vehicle after the cost of vehicle is fully paid up through lease rental will be taken by the CBO, which may include transfer of ownership of the vehicle to the SHG member for a consideration or the sale of the vehicle to any other person.

#### **Option II:**

- CBO will provide an interest free loan from the Community Enterprise Fund (CEF) transferred under the AGEY to the selected SHG members for purchase of the vehicle. A tripartite agreement in non-judicial stamp paper to be signed between CLF/VO – SHG and SHG member.
- The SHG member will repay the loan over a maximum period of 6 years and bear all the costs connected with the operation of the vehicle, including annual cost of insurance, road tax, permit cost, maintenance cost and all other running costs of the vehicle (i.e., fuel, oil, etc.). Care will be taken to ensure that the monthly EMI fixed is reasonable and supports viability of the enterprise for the SHG member and the cost of the vehicle is also recovered from the SHG member over a maximum period of 6 years.
- The vehicle is registered in the name of the SHG member.
- Copies of all documents pertaining to the vehicle – RC, insurance, RTO permit etc shall be kept with the lending CBO.

In order to maximise the reach of AGEY and to increase the number of vehicles that can be supported under the allocated budgets, the SRLMs are expected to facilitate loans for the SHG members from banks under the Women Enterprise Acceleration Fund or any other bank loan product. Since the interest subsidy under the Women acceleration fund is limited to a maximum loan amount of Rs. 1.5 lakhs, this option may be used for funding cheaper vehicles like e-rickshaw etc.

The State is expected to facilitate the convergence with other state government schemes for availing part financial assistance and balance of the finance requirement would be met from Community Enterprise Fund (CEF) of AGEY in any of the 2 options chosen by the state / CBO for the ownership and finance of the vehicle.

The SHG member shall repay the EMI to the bank and at the end of every quarter the CBO shall reimburse the interest amount (less the interest subvention amount) paid for the EMI to the

entrepreneur. The state may transfer either the appropriate amount to the CBO (either the amount lent to the SHG member for purchase of the vehicle, or the amount used by the CBO for vehicle purchase + expected annual cost of maintenance / insurance and other regulatory expenses for a period of 2 years, or the cost of interest to be reimbursed to the SHG member for bank / other loans).

At least 20% of the total vehicles supported by the state under AGEY should have either part financing from banks or through convergence.

In case of savings in the maximum allocated cost per vehicle under AGEY (Rs.8.5 lakhs per vehicle) due to any reason – cheaper vehicle selected, part finance from convergence or from bank loan, the state may use the funds allocated to the state to increase the number of vehicles to be provided in the state.

### **Operational details:**

#### **Block selection**

- The State wise distribution of the number of blocks allocated to each State will be decided based on the allocation criteria and past performance of the state under the AGEY.
- The project blocks will be selected by the States based on the criteria given in the table below. All the non-negotiable criteria have to be met by the state and minimum 6 of out of the 8 criteria have to be met in the block selected for AGEY implementation.
- The state may sanction a maximum of 6 vehicles per block (or Rs.51 lakhs budget per block for AGEY) in the hill and NE states and a maximum of 4 vehicles per block (or Rs.34 lakhs budget per block for AGEY) in the remaining states. Backwardness, lack of transportation link and sustainability of service would be the other guiding factors in the selection of blocks and routes.
- Blocks in which Start-up Village Entrepreneurship Programme (SVEP), Mahila Kisan Shashaktikaran Pariyojana (MKSP), producer collectives are being implemented may also be given priority in selection of blocks, provided they meet the block selection criteria in the table given below.
- A maximum of 10% of the AGEY vehicles sanctioned to a state can be used to provide goods carrying vehicles to FPOs/ PEs promoted under SRLM on the same terms and conditions as an individual beneficiary (the FPO/PE shall get an interest free loan for the vehicle which has to be repaid in a maximum of 72 monthly instalments).
- Villages in the selected block where existing vehicles are operating should not be selected under AGEY to avoid unfair competition with /unfair advantage over the existing vehicles which don't have benefit of interest free loans.
- The list of blocks and villages where the AGEY shall be implemented shall need to be ratified by the MoRD basis the traffic study, route survey and the proposed business plan of the vehicle. The SRLM may submit these in lots of vehicles for easy of transaction.

		Block selection criteria for the states for AGEY			
			Others	NE	Hills states
Non negotiables	State readiness	Manpower at the state - Dedicated non farm SPM, PM and YP at the state (> 6 blocks)	Yes/No	Yes/No	Yes/No
Non negotiables	State readiness	Manpower at the state - Dedicated non farm 1 SPM, 1 PM at the state (3 to 6 blocks)	Yes/No	Yes/No	Yes/No
Non negotiables	State readiness	Manpower at the state - Dedicated non farm 1 PM at the state (< 3 blocks)	Yes/No	Yes/No	Yes/No
Non negotiables	State readiness	Manpower in the district for block where the AGEY is applied for- Dedicated DPM in place	Yes/No	Yes/No	Yes/No
Non negotiables	State readiness	Manpower in the block for the block where the AGEY is applied for - Dedicated BPM in place	Yes/No	Yes/No	Yes/No
Non negotiables	Block appropriateness	NPAs of the SHGs in the bank linkage portal (should be max 5%)	5%	5%	5%
	Block appropriateness	Minimum saturation of HH in SHG in the block before taking up AGEY	80%	60%	60%
	Block appropriateness	Minimum Villages entered with SHG mobilisation in the block	90%	90%	90%
	Block appropriateness	Is there a CLF in the block proposed ?	CLF	CLF	CLF
	Block appropriateness	Minimum years of federation of SHGs into BLF or CLF in the block before taking up AGEY	1	1	1
	Block appropriateness	Minimum RF disbursed as % of eligible SHGs in the block before taking up AGEY	75%	75%	75%
	Block appropriateness	Minimum CIF disbursed as % of eligible SHGs in the block before taking up AGEY	60%	60%	60%
	Block appropriateness	Minimum amount of CIF disbursed to the identified CLF which shall get the AGEY	50 lakh	50 lakh	50 lakh
	Block appropriateness	Minimum achievement of SHG bank linkage in the block before taking up AGEY	60%	50%	50%

\* Exceptions may be approved by the competent authority. Data on the above criteria shall be as per NRLM MIS and bank linkage portal.



## Identification of routes

- The SRLMs will do a feasibility study and traffic survey in the selected blocks to identify the routes and the number and capacity of the vehicles which can be operated on a sustainable basis. Broad framework for feasibility study and traffic survey is shared as Annexure 1.
- The feasibility study and traffic survey study could be done by CRP-EPs in the block or by the technical support agency to be empanelled by the state. The CRP-EPs need to be trained in building their expertise in transport network planning. The training could be done at RSETIs or at technical institutions. The cost of these trainings and studies can be met from the provision available for capacity building under DAY-NRLM.
- The traffic survey study should recommend multiple options of the routes after the feasibility study to the CBOs and CBO and BMMU may jointly select the final route. Format for the route assessment recommendation is attached as annexure 2.
- Based on the confirmation of final routes, CLF/ VO selects the beneficiary for the final route selected.
- The SRLMs through DMMU shall coordinate with the Transport Department for the issue of permit to the vehicle under the AGEY based on the findings of the traffic survey.

## Financial arrangement

- Depending on traffic potential, the type of vehicle and its capacity will be determined by the CBO for each route. The choice of vehicle could be either e-rickshaw, 3-wheeler or 4-wheeler. The maximum cost of each vehicle shall be kept within a limit of Rs. 6.50 lakh.
- The maximum tenure of the loan would be six years (72 months)
- The state to ensure that provision under Option 1 mentioned above for the Annual cost of insurance, road tax, permit cost and maintenance cost including replacement of tyres would be borne by the CBO. The maximum funding for such items shall not exceed Rs. 2 lakhs per vehicle per CBO or 25% of the vehicle costs whichever is lower for the duration from 2022-23 to 2025-26. This amount needs to be included in the overall budget allocation of the state.
- In order to avoid higher maintenance and operating cost only new vehicles shall be purchased. No second-hand vehicle will be purchased for operating the AGEY.
- In case of individual ownership, minimum 10% of the cost of the vehicle must be contributed by the beneficiary as her contribution and to ensure she has skin in the game.

## Selection of Beneficiary

- The beneficiary selection will be through a transparent process keeping in view the poverty status based on SECC data/criteria and capability of the SHG member to operate and manage the service. Essential requirements are:

The beneficiary must be :

- ☐ A member of a SHG, and the SHG must be at least 1 year old

- ☐ Should be a member of the SHG for minimum period of 1 year
- ☐ Should have attended minimum 80% of the SHG meetings held the previous 12 months.
- ☐ Should have borrowed and repaid at least 1 SHG loan
- ☐ Should not be a defaulter of a SHG or CIF loan or a bank loan
- ☐ Preferably should live in the village where the vehicle route shall begin
- ☐ Preferably should be willing to or should have a family member willing to drive the vehicle and should have a commercial driving license.

For the NE states and J&K where 2/3 of the rural population can be members of the SHG irrespective of their economic status, the SRLMs must ensure that the beneficiary selection under AGEY gives priority to such beneficiary for whom the vehicle shall be the primary source of income. For the NE and hill states it is mandatory that the SHG member or family member should be the driver of the proposed AGEY vehicle.

The CLF and SRLM should give a signed declaration that only an eligible beneficiary as per these guidelines has been chosen under AGEY.

- The applicants must submit their application as prescribed by SRLM within stipulated time, as decided by concerned CLF to their SHG. A sample format of the application is attached as Annexure 3. States to formulate the application form as per their requirement.
- BMMU/CRP-EPs/CRP's shall aid the applicant in filling up the application.
- In case of multiple applications the CBOs may select one beneficiary based on an objective grading criteria. The BMMU may assist the CBOs in drawing up the grading criteria. An indicative framework for the grading is shared as Annexure 4. States may modify the grading criteria as per their requirement.
- The CLF must publicly release the result of all the shortlisted candidates i.e. their scored marks in the grading sheet and the reason for selection/rejection in case of a tie.

### **Onboarding of Beneficiary**

- After the selection of beneficiary from all interested applicants, the selected beneficiary should undergo a training on the operation of a vehicle as a business.
- Post the training she would submit a business plan to its SHG along with all the relevant documents including the quotation of the vehicle which the applicant finds most suitable to run on the selected route.
- CRP-EPs will assist SHG members in the preparation of a Business plan as per the (Annexure-5).
- SHG in turn submits the business plan with the supporting documents to VO and after verifying the same, VO recommends to CLF.
- The BMMU staff shall assist the CLF in verifying all the documents.

### **Training and Capacity building**

- It is mandatory to complete the requisite training by the members of CBO owning the vehicle, the SHG member operating the vehicle and the driver of the vehicle. The training could be arranged in RSETIs and other partner organisations.
- The training shall include driving training, vehicle management & maintenance and understating economic viability in public transports. SRLMs in consultation with RSETIs to finalise the training modules according to available skill set and current capabilities.
- The SRLMs would also make Standard operating procedures and manuals for operations of vehicles as a business – separately for 3 wheelers and 4 wheelers.
- SRLMs shall undertake the capacity building for CRP-EPs in the areas of feasibility study, traffic survey study, preparation of business plan, vehicle management & maintenance and understating economic viability in public transports.
- SRLMs shall undertake the capacity building for their staff at State, District and Block levels for operating the AGEY.
- Training and capacity building are mandatory for the beneficairy and CBO members before the vehicle is operationalised in the block.
- The cost of these trainings can be met from the provision available for capacity building under DAY-NRLM.

#### **Loan transfer and loan repayment**

- The loan and its repayment shall be routed through proper channels of the CBOs.
- Based on the documents submitted and tripartite agreement. CLF transfer loan amount to the concerned VO, who shall transfer it to the respective SHG. The SHG shall then transfer the loan amount in the beneficiary's account. From the date of submission of the business plan in the SHG, the final transfer of loan amount in the account of the beneficiary shall be completed within 45 days. The states may modify this fund routing procedure in the interest of time and may fund the beneficiary directly. However the loan should be reflected in the books of the VO and SHG.
- NRLM's community procurement policy to be followed for the procurement in case of ownership of the vehicle by the CBO. No procurement policy needs to be followed in case of individual ownership of vehicle.
- The repayment of the loan must be ensured on time. The repayment needs to be completed in a maximum of 72 monthly instalments.
- If the beneficiary stops the repayment of the loan for three continuous months, the CLF will reserve the right to impose a fine for delayed payment.
- If the non-payment of loan continues for beyond 3 months, Loan Repayment Committee of the concerned VO & CLF will evaluate the issue and upon deliberation it will decide the future course of action, which may include the decision to seize the vehicle and take necessary action to ensure the recovery of the loan.

#### **Operation the vehicle**

- The salary of the driver shall be borne by the SHG member out of earning from the operation of the vehicle. In the interest of economic viability of the vehicle it is

recommended that the beneficiary herself or her family member is the driver of the vehicle.

- The lessee / operator shall run the vehicle on approved routes at predetermined frequency as jointly agreed between the CBO and the operator. The routes should be approved based on financial viability and the need for transport link.
- All vehicles under the AGEY shall have a defined colour code and carry AGEY branding to ensure their identity and avoid diversion to other routes,
- The charges per trip shall be fixed jointly by the operator and the CBO subject to rules / regulations of the Transport Department of the State Administration.
- The CBO may fix some discounted fares for girls going to school or college.
- Based on the transport survey and feasibility study, if any relaxation becomes necessary in the provisions of these guidelines in the case of LWE districts and other difficult areas, the proposals for such relaxation shall be submitted to the DAY-NRLM Empowered Committee for a decision.
- While being operational under the selected beneficiary, if the vehicle is seized by the administration with the allegations of being an instrument in a criminal offence; the entire responsibility for this shall be borne by the beneficiary. CBOs, State or Central Government or its agencies shall not be liable for any accidents or damages arising from operation of the transport services envisaged under the AGEY and entire responsibility would be on the beneficiary. The above details need to be mentioned in the agreement with the beneficiary.

#### **Documentation**

- The SHG member operating the vehicle shall ensure that all the necessary legal and statutory requirements for operating the vehicle such as valid permit, road tax payment, valid insurance policy etc., are met. The CBO may also check the validity of these documents.
- CLF to keep a file for each of the vehicles with the following basic details - valid permit, road tax payment, valid insurance policy, copy of the licence, identity & address proof, tripartite agreement, SHG-VO recommendation, application form, business plan.
- Annual insurance, pollution certificate, permit renewal etc to be collected on an annual basis and kept in the file for each vehicle. A copy of these documents must also be kept with the BMMU.

#### **Approval process**

- The SRLM shall propose the total requirement of funds for all the AGEY in the state in a financial year as part of its Annual Action Plan to the NRLM.
- Annual Action Plan (AAP) submitted by SRLM's along with budget estimates which will be considered and approved by the NRLM Empowered Committee set-up under the Chairmanship of Secretary (Rural Development)
- The release of funds to the SRLMs would be based on the annual allocation as mentioned in the AAP or Supplementary AAP and approved by the EC of the MoRD. The state is

expected to implement the AGEY component using the consolidated funds released under the SVEP umbrella of schemes.

- All releases would be subject to the procedures and processes prescribed in the Framework document of NRLM. All the funds released would be as part of the AAP and shall follow the instructions of the DoE.
- Funding pattern under the AGEY is currently 60% centre and 40% state. (Exception being 90% centre and 10% state for the North eastern states and Himalayan states). However, the same may change in case any new set of guidelines are notified by the government of India.
- However, currently the Ministry of Rural Development has the mandate to fund the program for the years 2022-23- till 2025-26 only.
- The SRLM should plan and ensure that the funds are released to the CBOs in a timely manner so that the programme implementation does not suffer.

### **Roles and responsibility of stakeholders:**

#### **1) Community Based Organisations (CBOs)**

- Identify the type of vehicle jointly with SHG members based on traffic potential survey and viability of operations.
- To select the beneficiary
- To ensure that the vehicle runs regularly on the defined route on the defined timing and is not diverted to other routes. CBO will also ensure that there is no sub-contracting of the vehicle by the SHG member.
- Fix charges per trip jointly with the operator with provision for discounted fare for girls going to school or college. Also ensure that the operator charges only the agreed rates from the passengers. Fare discounts may also be allowed for differently-abled persons.
- Ensure that all the legal and Statutory documents relating to the vehicle are kept updated and valid at all times. A separate file to be maintained for keeping the records of the vehicle supported.
- Ensure that the vehicle operator takes proper care of the vehicle and pays the agreed rent / repayments on time. Ensuring regular service is done for the vehicle as per the manufacturer norms
- Ensure that the VO members are trained in the management of transport vehicles on business lines. The training would be organised by the SRLM.

#### **2) State Rural Livelihoods Missions**

- Select the block for implementation of the AGEY from among the intensive blocks of NRLM where well established CBOs are functioning and which are under connected.
- Ensure that a rural transport network study is done for the selected block and routes are selected based on the connectivity gaps.
- Select the CBO for implementation. Build the capacity in the CBO to decide on the vehicle lease rental to factor in lower maintenance costs in the first 1-2 years when the vehicle is new and is covered under the manufacturer's warranty.

- Ensure that coordination and convergence is done with the State Transport Department to get the route permit allotted to the CBOs/SHG member/s based on the transport network study and also to provide other benefits available with the transport department to the AGEY.
- Ensure that the State Transport Department gives a permit for carrying both passengers and goods by these vehicles subject to Motor Vehicle Regulations.
- Ensure that the office bearers of the CBO and the Vehicle operator are provided training in transport business management and driving and maintenance aspects of vehicle.
- Ensure that the operation of the vehicle is in the defined area and on the routes as specified by the CBO after the feasibility study.
- Handhold the CBO and the operator so that they are able to manage the service in an economically sustainable manner.
- Monitor the AGEY component and report progress to NRLM periodically and also upload details on NRLM-MIS.
- Issue state specific guidelines for the implementation of the project
- Appoint a State Nodal officer for the AGEY who will ensure coordination, provision of technical support and successful implementation of the component.

### **3) Community Resource Person – Enterprise Promotion (CRP-EPs) /Other CRP's**

- The feasibility study and traffic survey study could be done by CRP-EPs/CRP's in the block or by a competent technical agency selected by the state for this purpose.
- CRPs shall aid the applicant (SHG member) in filling up the application.
- CRP will assist SHG members in the preparation of a Business plan.

### **4) RSETI and other partner institutions**

- Developing module for the feasibility study, traffic survey study, preparation of business plan, vehicle management & maintenance and understating economic viability in public transport.
- Undertaking training of CRP-EPs, beneficiary and SRLM team.

### **Monitoring and Reporting**

#### **MIS**

State to ensure that the AGEY module for the effective monitoring and management of the component in the NRLM module is updated on a regular basis. The module has two components

- Static information of AGEY Vehicle which includes collection of basic information of the vehicle and beneficiary. This needs to be updated within 30 days from the date of purchase of vehicle.
- Monthly information of AGEY Vehicle which includes monthly Tracking of Vehicle Information including status of repayment of loan.

SRLMs shall ensure that the MIS is updated for all the previous vehicles sanctioned earlier. If, this is not done, then the AGEY component of Annual Action Plan (AAP) submitted to MoRD for approval, shall not be considered for approval.

### **Review at the State Level**

- A monthly progress report to be prepared on the performance of the AGEY in the state. The report should capture the details like whether the vehicle was operational during the month, monthly net income from AGEY vehicle, if the vehicle ran on the predefined route, loan repayment status, number of Kms operated etc.
- The nodal person for AGEY along with SPM and the State Mission Director (or their representative) shall review the progress of the AGEY every month.
- Representatives from DMMU (DPM) and BMMU should ideally attend the meeting.
- The SMD of the SRLM should review the progress of implementation at least once every quarter.
- The intimation of the quarterly meeting along with the agenda shall be circulated by the state nodal person for AGEY at least 10 days prior to conduct of the meeting through email.
- The meeting shall be minuted and the minutes of the meeting should be shared with all participants and concerned stakeholders, including NMMU, within 10-days of the meeting being held.

### **Review at the National Level**

- The nodal person supporting AGEY along with Lead – Non-Farm and the Mission Director (or their representative) shall review the progress of the AGEY at least once every quarter.
- The intimation of the meeting along with the agenda shall be circulated by the nodal person for AGEY at NMMU at least 10 days prior to conduct of the meeting through email.
- The meeting shall be minuted and the minutes of the meeting should be shared with all participants and concerned stakeholders within 10-days of the meeting being held.

### **Grievance Redressal**

- Conflicts in professional space are inevitable occurrences. However, it is in the best interest of all concerned that conflicts are resolved immediately. In cases where the conflicts cannot be resolved internally, a conflict resolution mechanism will be put in place for their timely resolution. In case of issues that cannot be resolved internally, a redressal committee will meet to understand the issue and arrive at a mutually acceptable decision.

- In case of conflict, the decision taken by the respective CLF shall be the first stage of resolution. In case it is not resolved, a redressal committee at the district comprising DMMU and selected representatives from CLFs concerned will meet to arrive at a mutually acceptable decision.
- The SRLM should form a redressal committee at the district where the AGEY is being implemented. In case the redressal committee cannot arrive at a mutually acceptable decision, the final decision will rest with the SPM (non-farm livelihoods). In case the dispute still persists, the decision of the CEO/SMD of SRLM shall be final and binding on all parties.



## Annexure 1: Suggested Broad framework for feasibility study and traffic survey

Particulars	Parameters	Questions
<b>Demographic &amp; socio economic profile</b>	<ul style="list-style-type: none"> <li>Population, Density, Decadal growth rate, Avg. household size</li> <li>Sex ratio, Working population male/female</li> <li>Literacy, (male/female), School going children</li> <li>Occupation pattern – Seasonal/Regular</li> <li>Work type - Work with wage / help in agriculture/ homemaking</li> <li>Household income, source of income</li> <li>Vehicular ownership in the village</li> <li>Is there any operational public vehicle in the village with regular and frequent daily service?</li> </ul>	<p>Nature of economic activity in the village</p> <p>How many people in your village go out of the village to work everyday?</p> <p>How many of these people use their own means of transport?</p> <p>Where do the majority of these people go to work?</p> <p>How many students in your village go out of the village to study?</p> <p>How many female students go out of the village to study?</p> <p>How much is the distance to the school from the village?</p> <p>Did any student in your village have to quit their studies because of the long commute? If yes, then what is the approximate number of such students?</p> <p>Work seeking people in the village are unable to access work in nearby towns due to lack of reliable public transport.</p>
<b>Existing Transport Network</b>	<ul style="list-style-type: none"> <li>Existing road network of the block (Hierarchy), Types of road (pukka/kachha), railway/water connectivity</li> <li>Connected villages/ unconnected villages</li> </ul>	<p>Do the students face any kind of difficulties in commuting to their schools from the village?</p> <p>a) Yes b) No</p> <p>What are the difficulties faced by the students in commuting to their schools from the village?</p> <p>a) Unavailability of vehicles at the time of need</p> <p>b) Long commute due to long distance</p> <p>c) Long waiting time for vehicles</p> <p>d) Unavailability of vehicles on the route</p>
<b>Status of PMGSY road connectivity</b>	<ul style="list-style-type: none"> <li>Core Network</li> <li>Completed, On-going, Proposed roads</li> <li>Road wise village covered – Benefited population, Establishments</li> <li></li> </ul>	Current network and potential of usage
<b>Transport Infrastructure &amp; connectivity</b>	<ul style="list-style-type: none"> <li>Bus - Avg. distance to bus station/stop, Villages with longest distances to bus station/stop</li> </ul>	<p>What is the distance between this aforementioned place and the village?</p> <p>Are adequate transport vehicles available on the aforementioned route ?</p>

	<ul style="list-style-type: none"> <li>● Railway Station - Distances from the village core to the nearest railway station</li> <li>● Intercity Bus terminal – Avg. distance to bus terminal, Distances from the rural nodes to the nearest bus terminal/station</li> </ul>	<p>How much is the distance to the nearest bus stop from your village?</p> <p>How much is the distance to the nearest market from your village?</p> <p>Which means of transport is mostly used by the people to go the market?</p>
<b>Establishment mapping</b>	<ul style="list-style-type: none"> <li>● District headquarters/other administrative headquarters</li> <li>● Primary, secondary education</li> <li>● Market places/ Mandis/ APMC</li> <li>● Major towns &amp; settlements</li> <li>●</li> </ul>	<p>How much is the distance to the district administrative head quarters market from the village?</p> <p>Which means of transport is mostly used by the people to go the market?</p>
<b>Existing service provider (Bus/IPT/Shared)</b>	<ul style="list-style-type: none"> <li>● Operating routes</li> <li>● Type/capacity</li> <li>● Frequency</li> <li>● Seasonal/ Regular</li> <li>● Passenger/goods</li> <li>● Fare – stage/rent</li> </ul>	<p>What are the means of transport used by the rest of the people who go out of the village to work everyday?</p> <p>a) Bus b) Tempo c) Chhota Haathi d) Any others ____</p> <p>How many existing players are there?</p> <p>Whether existing players are able to meet the demand of the community</p> <p>What is the fare charged by the vehicles mentioned above?</p> <p>a) 10-15Rs b) 15-20Rs c) 20-25Rs d) 25-30Rs e) Any other ____</p> <p>What is the average fare charged by the vehicles mentioned above?(Indicate one way fare)</p> <p>a) 10-15Rs b) 15-20Rs c) 20-25Rs d) 25-30Rs e) Any other ____</p>
<b>Household parameters</b>	<ul style="list-style-type: none"> <li>● Access mode/time, trunk mode/time, waiting time, fare, willingness to use and pay</li> <li>● Distance travelled, Frequency, consistency of services, time of travel</li> <li>● Gender, age group</li> <li>● Luggage carried along</li> </ul>	<p>Which is the time when means of transport for your daily commute are most required to you?</p> <p>1. Morning-Evening    2. Afternoon-Evening 3. Evening and Night    4. Evening</p>
<b>Mobility Parameters</b>	<ul style="list-style-type: none"> <li>● Service coverage area, Coverage population</li> <li>● Available service time</li> <li>● Easement of Travel</li> </ul>	<p>What are the reasons behind the unavailability of means of transport?</p> <p>1: Poor road conditions</p> <p>2. Unavailability of vehicles</p> <p>3. Long distance and low fares</p> <p>4. Any Others: ____</p>

		Which is the most deprived route in terms of availability of transport to a place where a large number of people from your village commute everyday for their study, livelihoods etc?
<b>Ancillary support systems</b>	<ul style="list-style-type: none"> <li>• Service centres</li> <li>• Fuel stations/ Charging locations</li> <li>• Mechanics/ workshops</li> </ul>	Which all ancillary services are available? How much distance are each service? Service quality of each of the services?

**Description of the healthcare facilities located near the village:-**

<b>S. No.</b>	<b>Hospital/Healthcare Centre Name</b>  Primary, secondary health facilities	<b>Distance from the village</b>	<b>Current means of transport available on the route</b>	<b>Frequency of availing</b>	<b>Difficulties faced on the said route</b>

**Route planning**

**1. Identification of routes**

- Criteria for route formation
- Length of routes
- Analysis (fare, distance, connectivity etc.)

**2. Vehicle selection**

- Type of Fleet
- Fleet Size
- Vehicle specification

## Annexure 2: Format for the route assessment recommendation

SI No	Route Name	Total Distance Travelled (in KM)	Expected numbers of passengers	Predominant purpose of travelling (Livelihood/Studies/Other Work)	Total number of Villages on route	Total number of Schools on route	Total number of Hospitals on route	Does the proposed route connects with main route	Road condition of Proposed Route (VG=Very Good/G=Good/B=Bad/VB=Very Bad)	Prioritise on the basis of need
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### Prioritisation of routes shall be done on following basis:

- Current situation of the transportation facility
- Necessity & need of the community members.
- Number of expected passengers on a certain route
- Availability & Non-availability of roads
- Access to major utility centres i.e. schools, hospitals, markets etc

**Annexure: 3: Format of the SHG member application format to concerned CLF**

Sl No	Particulars	Details
1	Name of the Applicant	
2	Name of the Husband/Father	
3	AADHAAR Number	
4	Address	
5	Age	
6	Education	
7	Name of the SHG	
8	Date of Formation of SHG	
9	Date of joining of SHG	
10	No. of SHG meetings held in the previous 12 months	
11	No. of SHG meetings attended in the previous 12 months	
12	Primary Source of Household Income	
13	Monthly Household Income	
14	Vehicle to be Driven by - (Self/Husband/Son/Daughter)	
15	Driver's Licence Number	
16	Training attended	
17	Bank account details - Bank name, branch name, account number, IFSC code,	
18	Proposed Vehicle (Model)	
19	Cost of Vehicle (As per quotation, in Rs.)	
20	Demand of Loan (in Rs.)	

**SHG loan history**

Particulars	Amount of Loan Taken (In Rs.)	Date of loan taken	Repaid (Yes/No)	Outstanding (In Rs.)	Repayment % (As per repayment schedule)	Remarks
SHG loan 1						
SHG loan 2						
SHG loan 3						
Bank linkage						

Signature of Applicant

**Date:**

Attachment: supporting documents – Driver's licence, training certificate, Identity and address proof.

**Annexure 4: Suggestive Format of the SHG member applicants' grading sheet****Name of the applicant:****Name of the SHG:**

SL No	Points of Evaluation	Basis of Evaluation	Max. Marks	Marks Obtained
<b>1</b>	SHG member in the SECC data/criteria	Yes	<b>3</b>	
		No	<b>0</b>	
<b>2</b>	Age of the SHG (As per minutes register)	>3	<b>3</b>	
		2-3	<b>2</b>	
		<2	<b>1</b>	
<b>3</b>	Attendance in Weekly Meeting (To be verified by SHG OB Members)	80%-90%	<b>0</b>	
		90%-95%	<b>2</b>	
		> 95%	<b>3</b>	
<b>4</b>	Loan Repayment by The Member as per repayment schedule (To be verified by SHG OB Members)	= 90%	<b>1</b>	
		90%-99.99%	<b>2</b>	
		=100%	<b>3</b>	
<b>5</b>	SHG member / of immediate family member knows driving, has driving licence & is planning to drive the vehicle	Yes	<b>3</b>	
		No	<b>0</b>	

**Note:**

Among all the applicants, those who score the highest marks shall be declared beneficiary/beneficiaries. In case of a tie, the decision taken by the CLF shall be final.

This format is to be filled by the concerned SHG.

The grading sheet shall be filled only for those who fulfil other criteria as mentioned in the AGEY Implementation Guidelines.

If more than one applicant scores the highest marks, the one belonging to the older SHG shall be given priority.

Signature of SHGs President & CRP-EP shall be considered as proof of verification Loan Repayment percentage by the applicant.

Signature of SHG President

Signature of VO/CLF

Date:

**Annexure-5: Format of the Business plan of the SHG member/ CBO to be supported by CRP-EPs**

**SHG applicant name**

**SHG name:**

**VO: name**

**CLF name:**

<b>Sl No</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	Basic profile	Introduction to the study area (district and blocks) Population, Density, Decadal growth rate, Avg. household size House ownership – Rented/owned Occupation pattern – Seasonal/Regular Work type - Work with wage / help in agriculture/ homemaking Household income, source of income Vehicular ownership
<b>2</b>	Competition mapping Existing players	
<b>3</b>	Analysis of Distance travelled, Frequency, consistency of services, time of travel	
<b>4</b>	Selected Route (From-To)	
<b>5</b>	Customer base	
<b>6</b>	Total One Way Distance of the Route (in K.M)	
<b>7</b>	Total One Way Trips Expected in a Day	
<b>8</b>	Estimated No. of passengers per trip (Avg for the day – peak & non peak times)	
<b>9</b>	Expected Fare From a Single Trip	
<b>9</b>	Total One Way Trips Expected in a Month	
<b>10</b>	Total Expected Fare in a Month	
<b>11</b>	Cost of Vehicle (As per quotation)	
<b>12</b>	Loan Demand	
<b>13</b>	Estimated cash Cost of Running the Vehicle in a Month (Fuel, maintenance, other expenses)	
<b>14</b>	Estimated deferred monthly expense of the vehicle (tyre/ battery replacement, Tax, insurance renewal etc)	
<b>15</b>	Cash Profit (10-13-14)	



<b>16</b>	Expected Monthly Instalment	
<b>18</b>	Training and skills needed	
<b>19</b>	Ancillary support systems	Service centres, Fuel stations/ Charging locations Mechanics/ workshops

<b>Parameters</b>	<b>I Year</b>	<b>II Year</b>	<b>III Year</b>	<b>IV Year</b>	<b>V Year</b>	<b>VI Year</b>	<b>VII Year</b>
No of Days in a month the vehicle will be on road (X)							
No of Kilometre it will run per day (Y)							
Fare Rate Per Kilometre per member (M)							
Average passengers in vehicle (Q)							
Average Income per month (XYMQ)							
<b>Total Income Per Year (B)</b>							
Cost of fuel per litre (Z)							
Number of kms the vehicle will run (N)							
Fuel cost (XYZ/N)							
Annual insurance premium							
Maintenance expenses							
Cost of oil, spares etc							
Cost of tyre/battery replacement							
Other expenses							
<b>Total Expenses per year (C)</b>							
<b>Surplus per year (B-C)</b>							