

Government of Tripura
 Tripura Rural Livelihood Mission
 State Mission Management Unit,
 Rural Development Department

Date: 19/06/2024

MEMORANDUM

Special Project namely Tripura Rural Intervention Project for Transformation and Inclusion (TRIPTI) is being implemented for 4000 vulnerable households covering 3 Blocks (Ambassa, Ganganagar, Dasda) of Dhalai & North Tripura with the support of the NUDGE Institute. As an entry point activity each vulnerable HHs will be provided with the Consumption Support Grant (CSG) of Rs. 4,000 (in 4 tranches of Rs 1,000 per month). This grant will be provided in the form of kind through community institutions i.e., CLF/VO/SHG.

In this regard, Pariborton Sakhis will generate the demand for CSG from vulnerable households in Small Group meetings and submit the generated demand in their concerned CLF/VO which will be then submitted at the BMMU level for approval. BMMU has to process & raise the fund request at DMMUs for further approval.

After disbursements of funds from DMMUs to the concerned CLF/VO, Sub-Committees of each CLF/VOs of the intervention areas will have to support for procurement of kind/materials as per the demand raised by the vulnerable HHs through Pariborton Sakhi.

The following documents related to the disbursement of CSG is enclosed below:

1. Approved guidelines along with the forms & formats to be filled for disbursement of consumption support grant to the selected vulnerable HHs of Project TRIPTI is enclosed under **Annexure I**.
2. DMMUs & BMMUs wise demand for Consumption Support Grant under **Annexure II**.

The concerned DMMs are requested to take necessary steps for disbursement of funds to the concerned CLFs/VOs for the Consumption Support Grant to be booked under the budget component **C.1 (Innovation Forums and Action Pilots)** of TRLM approved AAP for FY 2024 -25.

Yours faithfully,

(Dr. Brahmneet Kaur, IAS)
Chief Executive Officer
Tripura Rural Livelihood Mission

Copy to:

1. The P.S to the Secretary, RD Department, Government of Tripura for kind information of Secretary, RD Department, Govt. of Tripura
2. The District Mission Manager (DM & Collector) Dhalai & North Tripura district for

I/156786/2024

- kind information.
3. The Addl. CEO, TRLM for kind information.
 4. The Additional District Mission Manager (ADM & Collector) Dhalai & North Tripura district for kind information.
 5. The Block Mission Manager (BDO) of Ambassa, Ganganagar & Dasda blocks for information & necessary action.

Signed by Brahmneet Kaur
 Date: 19-06-2024 15:13:25
 Chief Executive Officer
 Reason: Approved
 Tripura Rural Livelihood Mission

ANNEXURE - II**DMMUs & BMMUs WISE DEMAND OF CSG FROM EXTREMELY VULNERABLE HHs**

Name of District	Name of BMMUs	No. of CLF/Nodal VO	No. of VO	No. of vulnerable HHs	Amount of CSG for each HHs (in Rs)	Total Amount of CSG (in Rs.)
Dhalai	Ambassa	3	18	1,000	4,000	40,00,000
	Ganganagar	1	16	1,000	4,000	40,00,000
North Tripura	Dasda	3	18	2,000	4,000	80,00,000
TOTAL		7	52	4,000	4,000	1,60,00,000



THE/NUDGE
INSTITUTE

Guidelines for the disbursement of Consumption Support Grant (CSG) to Extremely Vulnerable households.

PROJECT TRUPTI

**Social Inclusion & Social Development Domain,
Tripura Rural Livelihood Mission (TRLM),
Rural Development Department, Government of Tripura**

1. Rationale:

Most extremely vulnerable families depend on shifting cultivation (commonly known as Jhum cultivation) or migrate when there are no opportunities for employment, food security, savings, other risk management tools, productive assets, social capital, or institutional safeguards. (short and long-distance destinations). People migrate primarily to meet their immediate consumption needs, primarily for food and medical care. In such cases, it is crucial to establish a safety net that provides each family with sufficient consumption support to participate in project-related activities.

CSG, or Consumption Support Grant, is a **one-time grant** given to the identified extremely vulnerable households. It is critical to Project TRUPTI. The CSG support to families serves as the program's entry point activity. The CSG gives extremely vulnerable families much-needed breathing space to stay back in their village and participate in project activities without worrying about food security or other immediate needs for at least the project's first three to five months.

CSG will support food, health emergencies, household repairs, and any other immediate needs or challenges other than livelihoods. The Village Organization (VO), in consultation with the extremely vulnerable households, is the final authority to decide the use of CSG, including investment in the existing or new livelihood of an extremely vulnerable household. The families are expected to participate in the small para level meeting in the first 5-6 months of the newly formed SHG and the project activities in the future with full ownership. In consultation with an extremely vulnerable family, the VO/ nodal community institution may give the consumption grant support at one go to the family.

2. Disbursement of Consumption Support Grant (CSG) to Extremely Vulnerable Households:

2.1. Fund Flow:

1. All grants/ funds in this regard must be routed to extremely vulnerable households only through the community institutions (CLF/VO/SHG).
2. Each extremely vulnerable household will be supported with a one-time fixed grant of **Rs.4000/- as CSG to meet their immediate needs**. The amount can be endorsed as one or in multiple installments (four maximum) as per the request of the extremely vulnerable households.
3. Along with Rs.4000 grant, each extremely vulnerable household will be supported with a loan component (with 0% interest) of **Rs.912/-** with the use of Vulnerability Reduction Fund as an **insurance premium for two years** towards extremely vulnerable women's low-cost Government supported life insurance and accidental insurance, mainly PMJJBY and PMSBY. The insurance premium will be paid from the concerned CLF/Nodal VO to an ultra-poor household in two installments- **Rs.456/- in year one and Rs.456/- in year 2.**
4. The VO/ Nodal SHG must only hand over kind/material to the extremely vulnerable household in the scheduled VO meeting. The VO/ Nodal SHG may schedule a special meeting to disburse CSG. The families must be

- physically present in the meeting to receive the grant support. This physical presence does not apply to pregnant and lactating women, single women or widows, families with disabled or facing chronic health issues, and families without the support of an abled male member above the age of 18 years.
5. The Pariborton Sakhi will discuss with the extremely vulnerable households about their consumption needs during the small group meetings and raise the request to the VO. The Pariborton Sakhi shall use **Form-A** to raise the family-wise Consumption Grant and submit the same to the VO/ concerned community institution.
 6. As per the request from Pariborton Sakhi, the VO will compile the beneficiaries list and submit the list to the BMM (BMMU). The VO shall use **Form-B** given in the annexures for the fund request from the BMMU.
 7. The BMM shall compile the Extremely Vulnerable HHs list received from the VOs with the approved targeted Extremely Vulnerable HHs list and shall forward the requisition to the DMMU using **Form-C** given in the annexures.
 8. The CSG request from the BMM must be raised within seven days of approval of the final list of extremely vulnerable families in the concerned Block.
 9. The BMM shall raise the Grant disbursement request to the concerned District Mission Management Unit (DMMU) in the format. A copy of the same must be documented both at the DMMU and BMMU levels.
 10. The total Consumption Support Grant transfer to a VO/ Nodal SHG shall be calculated proportionately to the number of extremely vulnerable households under a specific VO/ Nodal SHG. For example, if the BMM approves ten (10) extremely vulnerable households under a VO/ Nodal SHG, then the DMMU shall transfer Rs.40000 (total no. of extremely vulnerable families X (Rs.4000 consumption grant support)).
 11. The DMMU shall transfer the total Consumption Support Grant to the VO/ Nodal SHG within seven days of receiving the request in an appropriate filled-in format from the concerned Block Mission Management Unit (BMMU).
 12. The VO/ Nodal SHG shall maintain the record of receiving a grant from the Project in their minutes register as per the format in **Format- D**.
 13. The VO/ Nodal SHG shall maintain the grant disbursement details in their books of records, mainly in the Meeting Minutes Register (refer to the Format in the annexure- **Format- E**).
 14. The disbursement and utilization of every household CSG must be documented and tracked by the concerned Community Cadre, like Pariborton Sakhi/ Project staff.
 15. The Grant Fund transferred to the VO will be treated as an expenditure at the DMMU level under the project TRUPTI (C.1.2.1.1 - Program Cost).

2.2. Operational:

1. The Pariborton Sakhi will train the extremely vulnerable households on CSG during the small para level group meeting. The targeted extremely vulnerable household must receive the CSG within 06 months of mobilization into the project/ small para level group meeting.
2. Before receiving the CSG, every targeted extremely vulnerable family must be trained on improved food practices (Tiranga Bhojan). Following the CSG,

Yours faithfully,

Name & Signature of Pariborton Sakhi
Mobile No:

Form- B
(Format to be filled by VO regarding transfer of CSG to be submitted to BMMU)

Date - / /

To,
The Block Mission Manager,
Block- _____, District- _____
TRLM

Subject – Request for transfer of consumption support to selected extremely vulnerable households under project TRIPTI

Sir / Madam,

As per the details mentioned below kindly transfer the consumption support grant for the selected extremely vulnerable households under project TRIPTI. The selected extremely vulnerable households will be supported with the grant amount along with insurance, government schemes and entitlements.

S. No.	Name of Didi	Husband/Father's Name	Para Name	VC Name	Total Grant Amount (₹)	Objective	Concerned PS Name	PS's Mobile Number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Therefore, as per the list mentioned above kindly transfer total amount of Rs _____/-

(.....) Only (Rupees in words) in our bank account, details are mentioned below :-

VO Name (As per Bank Account Details)- _____

