1/156786/2024

Government of Tripura

F.1(43)-RD/TRLM/2023-Part(3)/4208-16

Tripura Rural Livelihood Mission State Mission Management Unit, **Rural Development Department** ********

Date: 1.7./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

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 Tripura Persent APPEN APPEN ADD 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	





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 familywise 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.
- 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 filledin 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**.
- 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,

special drives must be conducted to cover households under NFSA or any other government scheme to receive food grains.

- 3. The VO is the final authority in consultation with the beneficiary to decide if the CSG is supported as ration, material or a mixed option.
- 4. Information dissemination: The SMMU will provide orientation on CSG guidelines for DMMU and BMMU. The State Master Trainer (SMT) will conduct the Pariborton Sakhi training at the state level. Within 1-2 weeks of Pariborton Sakhi grounding, Partiborton Sakhi will conduct capacity building/orientation of the VO & CLF on CSG.
- 5. Verification: The BMM will regularly monitor the fund disbursed to the VO by randomly verifying the registers maintained at the VO level.

ANNEXURE

Form- A (Format to be filled by Pariborton Sakhi for family wise CSG disbursal to be submitted to VO)

Date- / /

,		Village	Organization,
	Para/Hamlet Name		Village
Council,	Block		District

Subject - Request for transfer of consumption grant to selected extremely vulnerable households under project TRIPTI

Madam,

To

Please find the list of extremely vulnerable households below for transfer of consumption grant support

S.No	Name of Didi	Husband/Father Name	Para/Hamlet Name	VC Name	Total Loan	Total Grant	Form of Kind	Objective

1/135817/2024

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		the list montion	ad about	kindly	transfer to	tal amount	of Rs	

Therefore, as per the list mentioned above kindly transfer total amount of R

(.....Only) (Rupees in words) in our bank account, details are

mentioned below :-

VO Name (As per Bank Account Details)-____

1/135817/2024

Village Name-	
Bank Account Number-	
Bank & Branch Name -	
IFSC Code -	
Conv of Park Deschask is attached	vegueet fer time also nerve

Copy of Bank Passbook is attached, request for timely payment, Thanking You.

Yours faithfully

Sign & Stamp of VO Office Bearers

Form-C

(Format to be filled by BMMU for transfer of CSG to VO/Nodal SHG to be submitted to DMMU)

Date -

1

To,

The District Mission Manager, District-_____ TRLM

Subject – Request for transfer of Consumption support grant to the concerned VO/Nodal SHG for Extremely vulnerable households under Project TRIPTI

Sir/Madam,

As per the details mentioned below it is requested to kindly transfer the consumption support grant to Village Organization/Nodal SHG

S.No	VO/Nodal SHG Name	Code of VO/Nodal SHG	Bank Account Number	Bank Name	Bank Branch	IFSC Code	Total Grant Amount (in Rs.)
	· · · · · · · · · · · · · · · · · · ·						
				_			
			-		-		
-							

Yours Faithfully,

Block Mission Manager

Format- D

(Format to be filled in the books of records of VO/Nodal SHG after receiving consumption support grant under Project TRIPTI)

Date of Meeting -__/_/

Today on _	_/,	our vil	llage (Organization/Noc	al SHG	received	consumption	support	grant
amounting		of		Rs		/_	(In	· · · · · · · · · · · · · · · · · · ·	Nords
and she have a		1			Ru	pees Only) from the Pro	ject 'TRIF	PTI' of
TRLM under	DAY-NRLN	1 to the	e identi	ified extremely v	ulnerable	families.	Amount has b	een depo	osited
in our village	organizatio	n's ban	k acco	ount number.					

This amount will be used as a grant in the form of kind/material to total ______ number of extremely vulnerable families identified under our village organization.

Sign & Stamp of VO Office Bearers:

Format- E

(Format to be used by Village Organization/Nodal SHG for writing meeting minutes register during distribution of consumption grant support to extremely vulnerable households)

Date-

During the meeting of Village Organization/Nodal SHG today, the following extremely vulnerable families received immediate assistance grant amount -

S. No	Name of Didi	Name of SHG	Para/Hamlet Name	Type of Grant (Ration/Material)	Total Value of Kind Received	Sign & Thumb Impression of Didi
					-	

Sign & Stamp of VO Officer Bearers