



**Guidelines for the disbursement of Livelihood Support Grant
(LSG I and II) under Project TRIPTI**

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

Guidelines for the disbursement of Livelihood Support Grant (LSG-I and LSG-II) to the extremely vulnerable households under Project TRIPTI

1. Rationale:

Most vulnerable families migrate & get engaged in shifting cultivation (Jhum) when there are no opportunities for employment, food security, savings, access to formal credit, other risk management tools, productive assets, social capital, or institutional safeguards. (short and long-distance destinations). In search of livelihood, people migrate and end up working in distressed working conditions. It is important to provide livelihood support in the form of grants to the selected vulnerable households so that they can start doing mainstream, diversified and durable livelihood activities.

LSG or **Livelihood Support Grant**, is a **grant** given in 2 (two) tranches to the selected extremely vulnerable households. It is critical to the special project TRIPTI (Tripura Rural Intervention Project for Transformation & Inclusion of vulnerable households). The LSG support to families serves as the program's livelihood entry point activity. The LSG gives extremely vulnerable families much-needed interest-free capital investment to stay back in their village and participate in project promoted livelihood activities.

LSG will support the selected extremely vulnerable households under project TRIPTI to initiate livelihood activities. Primarily, the LSG shall be given in two tranches- **LSG-I** and **LSG-II**. The Village Organization (VO) in consultation with the selected vulnerable households will be the final authority to decide the use of LSG, including investment in the existing or new livelihood of selected vulnerable households. The families are expected to participate in the small group meeting or newly formed SHGs and shall have full ownership for the project activities in the future. In consultation with selected vulnerable households, the Nodal CLFs/ VOs may give the LSG at one time to the selected family and may also include Consumption Support Grant (CSG) in LSG.

2. Disbursement of Livelihood Support Grant (LSG) to Extremely Vulnerable HHs:

2.1. Fund Flow:

1. All grants/funds in this regard must be routed to selected vulnerable households only, through the community institutions, i.e., Nodal CLF/VO.
2. Each selected vulnerable households will be supported with a Livelihood Support Grant **of Rs. 23,000/- to meet their capital investment for starting diversified (at least 2 types) livelihood activities wherever possible**. The amount can be disbursed in one or two tranches in form of kind/ material only as per the livelihoods plan.
3. It is advised to keep Rs.17,000.00 for the LSG-I (1st tranche) and Rs. 6,000.00 for LSG-II (2nd tranche) as the households will be supported for two livelihoods activities and the first Livelihood activity will be the primary activity and another will be secondary livelihood option.
4. Each selected vulnerable household must have a livelihood plan clearly indicating at least one planned livelihood activity to receive the LSG.

5. The LSG-II (2nd installment) shall be provided only after the 75% utilization of LSG-I duly verified by the concerned community institutions, i.e., Nodal CLF/VO and TRLM.
6. The VO shall only hand over the LSG-I through **kind/material** to each selected vulnerable households.
7. The VO may schedule a special meeting for the orientation of the vulnerable HHs, planning and procurement of livelihoods assets and its distribution. The families must be physically present in the meeting to receive the grant support/ productive assets. 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.
8. The Pariborton Sakhi will discuss with each selected vulnerable household about their livelihood 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 demand for Livelihood Support inform of livestock/ seeds/ machineries etc. and submit the same to the concerned community institutions i.e., Nodal CLF/VO.
9. As per the request from Pariborton Sakhi, the VO will compile the beneficiaries list and submit the list to the concerned BMMUs. The VO shall use **Form-B** given in the annexures for the fund request from the concerned BMMUs.
10. The concerned BMMUs shall verify the LSG demand list of selected vulnerable HHs received from the VOs with the approved targeted vulnerable HHs list and shall forward the requisition to the concerned DMMUs using **Form-C** given in the annexures.
11. The concerned BMMUs shall raise the Livelihood Support Grant disbursement request to the concerned District Mission Management Unit (DMMU) in the given format through the FDM (Fund Disbursement Module) from the Budget component C 1.2 under the approved AAP of TRLM. A copy of the same must be documented both at the DMMU and BMMU levels.
12. The total Livelihood Support Grant-I (LSG-I) transfer to the CLF/VO shall be calculated proportionately to the number of extremely vulnerable households under a specific CLF/VO. For example, if the BMMU approves 10 extremely vulnerable households under a CLF/VO, then the DMMU shall transfer Rs.1,70,000.00 (total no. of vulnerable families) X (Rs.17,000 LSG-I grant support).
13. The DMMU shall transfer the total LSG to the concerned VO within 15 days of receiving the request from the concerned Block Mission Management Unit (BMMU).
14. The VO should do the procurements of kinds such as livestock/ seeds/tools and machineries/ livestock feed/ raw materials/any other livelihoods materials as per the plan in another 15 days through proper market survey in the local markets and distribute them immediately. If storage facilities are available

then VO may procure the materials in bulk.

15. The VO shall maintain the livestock/ material distribution details in their books of records, mainly in the Meeting Minutes Register (please refer **Format- D**).
16. The disbursement and utilization of every household LSG must be documented and tracked by the concerned Community Cadre, like Pariborton Sakhi and concerned BMMUs & project staffs.
17. The Grant Fund transferred to the concerned VO will be treated as an expenditure at the DMMU level under Project TRIPTI.

2.2. Operational:

1. Firstly, the Pariborton Sakhis will be trained on household-level livelihood planning, and later the Pariborton Sakhis have to train the selected vulnerable households on the utilization of LSG during the small group meeting. The targeted vulnerable household must receive the CSG within 06-07 months of mobilization into the project/ small group meetings.
2. The VO is the final authority in consultation with the beneficiary to decide the kind of livelihood activities in consultation with BMMU, TRLM.
3. The VO shall form/utilize existing/new sub-committees of not less than 2 SHG members belonging to the same VO for procurement of productive assets including livestock, materials like shed items, feeder, medicines, vaccinations, agri-inputs, small shop items, etc.
4. The VO sub-committee shall send only 1 sub-committee member to facilitate/support the procurement process. They may be paid for their travel and food expenses as per actuals from the LSG of a household for whom they travel to procure productive assets/ input.

The LSG includes the following expenditure:

1. Procurement of livestock like goats, poultry birds, pigs, ducks etc. and transportation of items from the place of procurement to household.
2. Procurement of support that helps in livestock rearing such as livestock shed preparation materials, feeders and mineral mixtures, medicines, vaccination, deworming, insurance, veterinary services, etc.
3. Procurement of Agri-input like seeds, saplings, medicines, compost, fertilizer and any other things required for agriculture/ vegetable cultivation and transportation of items from the place of procurement to household/ farm.
4. Procurement of items/ materials/ stocks for setting-up of small enterprises/ shops like snacks shops, tea stalls, Kirana shops, tailoring shops, handloom, beauty shops, any vending stalls/ shops and transportation of items from the place of procurement to household/ shop etc.
5. Transportation and food expenditure of only 1 member from VO sub-committee/ Pariborton Sakhi as per actual, if they travel to support the household in purchasing items under LSG.
6. **Information dissemination:** The SMMU will provide orientation on LSG

guidelines to the concerned DMMUs and BMMUs. The State & Block Resource Persons (SRPs & BRPs) will conduct the training of Pariborton Sakhi at the State level. Within 1-2 weeks of Pariborton Sakhi training, CC/LC/Pariborton Sakhi shall conduct capacity building/orientation of the CLF/VO on LSG.

7. The concerned community institutions (Nodal CLF/VO) shall be oriented on LSG by the Pariborton Sakhis and must be trained on how to write the register and keep records on disbursement.
8. **Verification:** The concerned BMMs shall regularly monitor the fund disbursed to the VOs by randomly verifying the registers maintained at the VO level.

3.Roles and responsibilities:

3.1 BRPs

- BRPs will train the Pariborton Sakhi on household-level livelihood planning & support in the package of practices.
- BRPs will randomly verify the livelihood planning exercise conducted with the HHs.
- BRPs will provide initial hand holding support to the Pariborton Sakhis to conduct livelihood planning.
- BRPs will support the CLF/VO for procurement of piglets, goats, chicks etc.
- BRPs will support the CLF/VO during disbursement of livelihood assets to the selected vulnerable HHs.

3.2. Pariborton Sakhi:

- Pariborton Sakhis to conduct the livelihood planning exercise as per approved guidelines and generate the demand for all the allocated HHs.
- Pariborton Sakhis to submit household-based demand for livelihood (I/II) to their concerned VO.
- Pariborton Sakhis shall ensure that each HHs are trained on an improved Package of Practices (PoP) and have constructed separate sheds for livestock before transfer of livelihood grant.
- Pariborton Sakhis have to ensure that no HHs are selling or consuming the transferred assets immediately after the transfer.
- Pariborton Sakhis shall ensure each HHs are getting quality assets through LSG.
- Pariborton Sakhis shall ensure no occurrence of mortality in livestock and provide preventive care services to each animal with the support of Pashu Sakhis.
- Pariborton Sakhis shall develop livelihood business plan for each HHs before

transfer of livelihood grant.

3.3 Pashu Sakhi

- Provide Technical assistance to the livestock based HHs.
- Disseminate knowledge and information on improved practices to the HHs for the growth & nurture of animals.
- To demonstrate various steps of the improved Package of Practices (PoP) on feed, fodder and treatment of the livestock.
- Ensure timely vaccination of the livestock within the assigned areas.
- Actively participate in the deworming and vitamin & mineral supplementation program of the available livestock of the assigned areas.
- Guide the HHs on best nutritional practices on the resources available.

3.4 CRP-Enterprise Promotion

- Provide handholding support to Pariborton Sakhis on Preparation of business plan.
- Impart knowledge to Pariborton Sakhis for supporting selected household didis in availing Loan for expansion of their small business, if needed.
- Assist the Pariborton Sakhis to help and support the selected household didis in registering enterprises under Udyam Aadhar - MSME.
- Providing guidance to Pariborton Sakhis for assisting didis in marketing support.

3.5. CLF/VO

- May open a separate bank account for receiving the livelihood support grant for vulnerable HHs.
- CLF/VO to ensure timely disbursement of LSG to the selected HHs.
- VO Sub-Committees to lead for procurement of quality piglets, goats, chicks and other assets.
- To verify the construction of shelter before transfer of assets (livestock) through LSG.
- Ensure no HHs are selling their assets to clear the loans of SHG/Money lenders/MFIs, Banks etc.

3.6. BMMU

- Collate and verify the LSG demand received from the CLF/VO and ensure timely

submission of Form-C to the concerned DMMU regarding the demand of LSG (I/II).

- Support the CLF in identifying the potential suppliers for purchase of livestock or product assets like piglets, goats, poultry chicks, saplings, Non - Farm Equipments etc.
- To track the utilization of Livelihood Support Grant and ensure on-time transfer of livelihood grant to the selected vulnerable HHs.
- Build the capacity of Pariborton Sakhis on the Package of Practices (PoP) of selected livelihood activity by engaging concerned livelihood coordinators.
- Monitor the assets growth and support Pariborton Sakhi in convergence with the government schemes to support the vulnerable HHs.

ANNEXURE**Form- A**

(Format to be used by Pariborton Sakhi for generating demand for LSG I/II from the vulnerable HHs and to be submitted at Nodal VO)

Date:/.../2024

To,

..... Village Organization,

Name of Para/Hamlet, Name of VC
....., Block District
.....

Subject: Request to provide Livelihood Support Grant -I/II for vulnerable families identified under the Project TRIPTI.

Madam,

Kindly provide Livelihood Support Grant-I/II to the identified vulnerable families as per the details given below.

Sl.No.	Name of Didi	Husband/Father Name	Para Name	VC Name	Tranche of LSG (LSG-I or II)	Type of LSG to be provided in kind/material	Total Grant Amount (₹)	Purpose

Yours faithfully,

Name of Pariborton Sakhi -

Mobile No –

Form- B

Format for requesting Livelihood Support Grant -I/II for vulnerable families identified by the Village Organization to the Block Mission Manager (BDO)

To,

The Block Mission Manager (BDO)

Block- _____, District- _____

TRLM

Subject - Request for Livelihood Support Grant I/II for the selected vulnerable households under project TRIPTI

Sir/ Madam,

Please kindly provide Livelihood Support Grant-I/II on behalf of the identified vulnerable families of our village under Project TRIPTI to the VO as per the details given below. With this grant, livelihood assistance will be provided to the concerned vulnerable families.

SN	Name of Didi	Husband/Father's Name	Name of Para/Hamlet	Name of VC	Tranche of livelihood support grant to be provided to selected HHs? (LSG-I/II)	Total Grant Amount (₹)	Objective /Purposes

Therefore, Sir/Madam it is requested to kindly transfer the total amount of ₹ _____/-

(..... only)

to our bank account. Our bank account details are as follows: -

Name of the Village Organization (as recorded in the bank account)- _____

Village Name - _____

Bank Account Number- _____

Name of the Bank and Branch- _____

IFSC Code- _____

A photocopy of the bank passbook is enclosed. Request for timely payment.

Thank you.

Seal & Signature

Office Bearers of Village Organization

Form- C

Format to be used by BMMUs to request demand from DMMU for Livelihood Support Grant – I/II for vulnerable HHs

To,

The District Mission Manager (DM & Collector)

District _____

TRLM

Subject: Request for transfer of funds for Livelihood Support Grant – I/II to the CLF/VO for selected vulnerable families under Project TRIPTI

Sir/Madam,

Kindly transfer the Livelihood Support Grant-I/II amount in the bank accounts of Village Organization as per the details given below:

S.N	Name of VO	Code of VO	Bank Account Number	Bank Name	Bank Branch	IFSC Code	Total Grant Amount (₹)

Yours faithfully,

Block Mission Manager (BDO)

Block-

Format- D

(Format to be used by VO (Village Organization) for writing meeting minutes register during distribution of Livelihood Support Grant-I/II materials to selected vulnerable families)

Date - / /202_

Today, during the meeting of VO (Village Organization), the following selected vulnerable families received the Livelihood Support Grant-I/II -

Sl.No	Name of Didi	Husband's/Father's Name	Name of SHG (if Didi is included in SHG)	Name of Para	Type of material received in the form of grant?	Value of Grant	Sign / Thumb Impression of Didi

Seal & Signature of VO Office Bearers