

**GOVERNMENT OF TRIPURA**

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

F.No. 2(45)-RD (TRLM)/2021/ 16932-939

Dated: 03/02/2024

**MEMORANDUM**

In reference of PG Guidelines issued by Day-NRLM, MoRD, Departments of Rural development, File No. K-11062/04/2017/NRLM(Livelihoods) dated 24<sup>th</sup> May, 2019 and File No. K-11062/04/2017/NRLM(Livelihoods)(e-358304) dated 23<sup>rd</sup> Feb., 2021 regarding promotion of Producer Group and financing.

Producer Group (PG) is an informal group of women producers that would work primarily towards reducing transaction costs of agriculture produce, both perishables & non-perishables by collective procurement and marketing of farm produce, and gradually move towards primary processing of commodities to create a unique selling proposition for itself.

The producer group (PG) may be formed with at least member size of 20 producers having common interest of producing similar products and services with the opportunity of collectivization, aggregation, value addition and marketing of produces. However, size of the producer groups will depend upon the scope for aggregation, price of the commodity, market access & management etc.

**○ Funding mechanism of PG:**

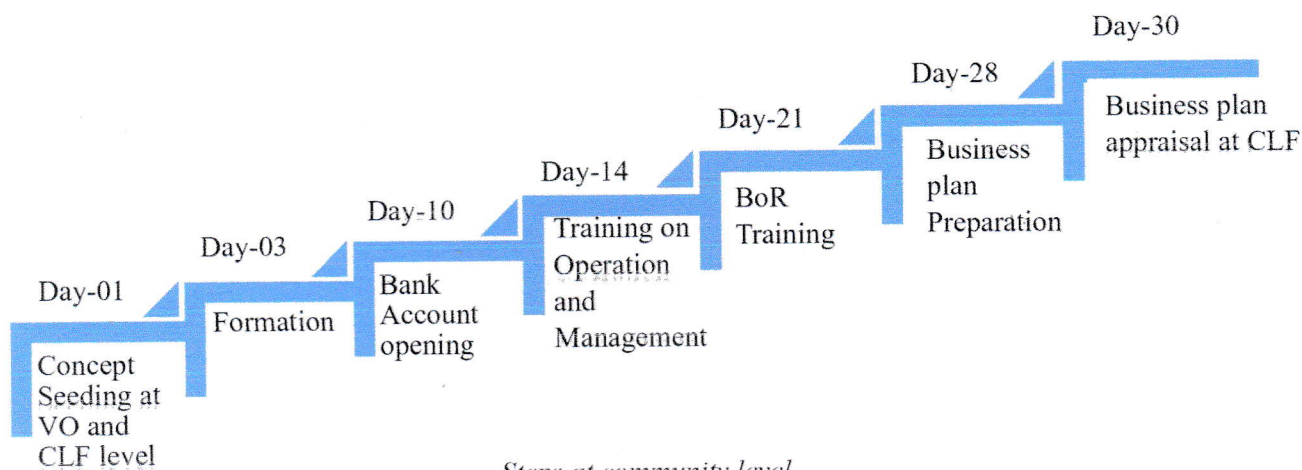
1. After formation of Producer Group, farmers will prepare a business plan with the help of concerned Cluster Coordinator(CC)/Livelihood Coordinator (LC)/CRP and forward to BMMU through CLF for financing.
2. Concerned Livelihood Coordinator and Block Mission Coordinator will crosscheck the PG business plan, if found correct and it will be forward to DMMU through BMM.
3. Concerned District Coordinator or in-charge will verify the Business plan, if found appropriate then initiate the fund disbursement process at DMMU end and the entire process has to be completed within 10-12 days time.
4. CLF needs to be maintained separate books of records of PG financing and value chain development against the business plan submitted by the PGs
5. The PG would be provided the following funds through the CLF under the value chain development component:
  - i. One time infrastructure fund (grant to CLF under approved AAP)
  - ii. Working capital (loan to PG from CLF)

The funds allocated under this component would not be used for any other purpose by the CLF other than the intended purpose.

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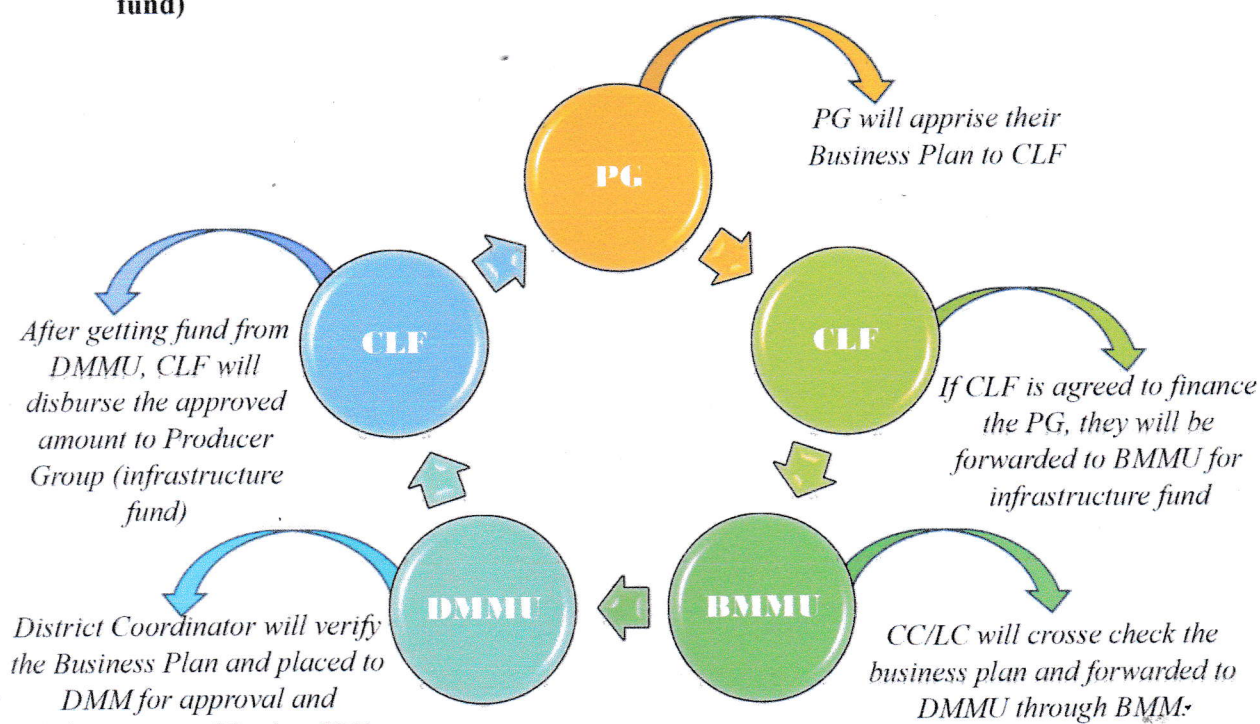
One time infrastructure grant would be provided by the CLF to the PG for purchase of village level infrastructure for aggregation and primary value addition such as weighing scale, crate, plastic sheets, sieving screens, moisture meters etc. as per the PG advisory issued earlier. The infrastructure grant should not be exceeding **INR 1.5 lakhs**. (A) This fund will be utilised only for common asset creation; these assets are use on rental basis and proper Books of Records (BoR) need to be maintained at PG level, mentioned in **Annexure-I**. (b) This fund can't be used for distribution of any equipment or any other articles among the members.

- **Following steps need to be maintained for promotion and strengthening of Producer Group for releasing fund:**



Steps at community level

- **Following process needs to be followed for PG financing: (for infrastructure/start-up fund)**



Fund flow process

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The initial PG business plans have been standardised considering different livelihood activities and shared with districts and blocks as sample copy. So far 98 standard PG business plans have been shared with districts and blocks for learning and reference. Therefore, now onwards no need to send any business plans to SMMU unless it's an innovative initiative.

All the expenditure related to PG financing may be booked under the head of account B3.2.1.

This memorandum is applicable with immediate effect.

**Signed by Prasada Rao  
Vaddarapu  
Date: 03-02-2024 17:05:57  
Reason: Approved  
(Prasada Rao Vaddarapu, IFS)  
Chief Executive Officer  
Tripura Rural Livelihood Mission**

Copy to

1. The PS to the secretary RD Govt. of Tripura for Kind information of the Secretary RD Govt. of Tripura.
2. All District Mission Managers (DM & Collector) for information and doing needful please.
3. All Block Mission Managers (BDO) for information and doing needful please.
4. The Chief Operating Officer (programme) for information.
5. The Chief Financial Officer for information.
6. All thematic head of SMMU, TRLM (IB&CB, FI, SI&SD, NF, MIS)



**Annexure-I**

PG shall maintain following Books of records:

**1. Daily business Register****a. Procurement:**

Date	Member Name	Member code	Commodity	Grade	Rate per unit	Volume (Qntl/Ltr.)	Value (Rupees)	Signature
1	2	3	4	5	6	7	8	9

**b. Receipt for each procurement:**

Date of transaction				
Name of member				
Member code				
Details on commodity procured				
Commodity	Grade	Rate	Volume (Qntl/Ltr.)	Value (Rupees)
<div style="display: flex; justify-content: space-between;"> <span>Counter signed by PG member (MK)</span> <span>Signature of Udyog Sakhi</span> </div>				

**c. Daily Sales:**

Date	Commodity	Market/ Buyer	Grade (optional)	Rate per unit	Volume (Qntl/Ltr.)	Value (Rupees)	Payment (in Rs)	Signature
1	2	3	4	5	6	7	8	9

**2. Member Ledger:**

Name of Member:									
Date	Receipt No.	Commodity	Grade	Rate per unit	Volume (Qntl/Ltr.)	Value (Rupees)	Paid (Rupees)	Payable (Rupees)	Signature Of member
1	2	3	4	5	6	7	8	9	10

**3. Member Passbook:**

Date	Receipt No.	Commodity	Grade	Rate per unit	Volume (Qntl/Ltr.)	Value (Rupees)	Paid (Rupees)	Payable	Signature of Udyog Sakhi
1	2	3	4	5	6	7	8	9	10

**4. Asset Register:**

Sr.	Name of Asset	Date of purchase	Value of Asset (Rupees)	Remarks

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1	2	3	4	5