

Tripura Rural Livelihood Mission (TRLM)

Rural Development Department



Guideline for functioning of Block Resource Centre for Enterprise Promotion (BRC-EP) under Start-Up Village Entrepreneurship program.

Prepared by: State Mission Management Unit (SMMU), TRLM and Kudumbashree-NRO, Kerala

1.1 Vision and Scope of SVEP

The vision of SVEP is to help the rural poor come out of poverty by helping them set up enterprises and provide support for these enterprises till they stabilize. This will be done by providing them with business skills, exposure, loans for starting and business support during the first critical 12 months of the enterprises by using the NRLM SHGs and their federations. In order to promote self-employment among SHG members, the TRIPURA SRLM will use of the project - SVEP. Under the SVEP project, a cadre called Community Resource Persons – Enterprise Promotion (CRP-EP) is trained in micro-enterprise development.

The SVEP shall benefit the households and communities even beyond the financial gains it provides. It shall help rural people specially the marginalized sections, women, and SC and ST communities to gain a sense of dignity and self-reliance leading to great social changes. Similarly, the wealth generated in the local economy shall have a multiplier effect resulting in strengthening the local economy and reduction in distress migration. People engaged in a range of enterprises shall create further employment and improve the market. It shall promote enterprises in the field of sanitation, drinking water, renewable energy etc. This shall offer more economic opportunities for the rural areas and bring people out of poverty

1.2 Objectives of SVEP

The overall objective of SVEP is to implement the Government's efforts to stimulate economic growth and reduce poverty and unemployment in the villages by helping start and support rural enterprises.

The key objectives of SVEP are:

- a. To enable rural poor to set up their enterprises, in its proof of concept phase, by developing a sustainable model for Village Entrepreneurship promotion through integrated ICT techniques and tools for training and capacity building, enterprise advisory services and to provide loans from banks/SHG & federations.
- b. Develop local resources by training a pool of village-level community cadre (CRP EP) and build the capacity of the NRLM and SHG federations to monitor and direct the work of the CRPs-EP.
- c. Help the rural entrepreneurs to access finance for starting their enterprises from the NRLM SHG and federations, the banking systems including the proposed MUDRA bank.

2. Vision of Block Resource Centre –Enterprise Promotion (BRC-EP)

BRC-EP is a single window support system for enterprise development at the block-level. It provides the necessary information, counseling, processing of applications, documentation support, etc. to the community. The BEPC should utilize the services of CRP-EP group to develop business plans for successful and effective micro enterprises. BRC-EP should become a venue for effective liaisoning

between entrepreneurs, community leaders, bank mitra/banking correspondents and various government nodal agencies for development of entrepreneurship in the block.

For the BRC-EP to fulfill this vision, multiple stakeholders will have to carry out various responsibilities during the four-year project period. The primary stakeholders in this regard are the Community Based Organizations (CBO) at the block-level, State Rural Livelihood Mission (SRLM), Project Implementation Agency (PIA) and Community Resource Persons for Enterprise Promotion (CRP-EP).

2.1 Primary Activities of BRC-EP

- Provide trainings and capacity building support to entrepreneurs and CBOs.
- Organize/conduct the necessary campaigns and workshops aimed at enterprise promotion.
- Act as an Information Centre for all enterprise development related activities. Market details, details on regional aspects affecting the business, details on availability of raw materials, details on equipment and machinery, updated details on suppliers/producers of materials should be available at the BRC-EP.
- Prepare business plans for enterprises in discussion with entrepreneurs identified to be supported under SVEP.
- Using the business plan prepared for an enterprise, help the entrepreneur to get the required financial support for the enterprise through CEF, bank loan or other sources.
- Provide the necessary handholding support to the entrepreneur after the establishment of business.
- Provide support in identifying and linking suitable markets for purchasing and selling products and services related to the enterprise.
- Conduct Performance Tracking for the established businesses for a period of at least 12 months to provide feedback on their progress and suggestions for improvement.
- Conduct the necessary activities to improve the credit worthiness and credit rating of the enterprise and entrepreneur respectively.
- Work towards becoming a center, which provides support that leverages Government Schemes and CSR projects for the development of the enterprises.

2.2 BRC-EP office

- The BRC-EP should have a sustainable revenue model so that it continues to function even after the SVEP project period of four years is completed. It should have an office in a location in the block with good road connectivity, electricity and broadband facilities. It should also have facilities for conducting training programmes in the future.
- The BEPC office will be under the ownership of the BEPC and the CRP-EP group responsibility is limited to day-to-day functioning of the office. In this scenario, the costs of functioning of the office (like expenses related to functioning of BRC office after entering MoU between BEPC and CRP-EP group including rent, electricity, water and internet charges, maintenance costs, stationery costs etc.,) may be partially met from the Working Capital for BRC. The interest earned by the BEPC through the repayment of loans released from the Community Enterprise Fund (CEF) may also be used for this purpose. Since the CRP-EP group will be using the office, it is expected that the CRPs-EP will bear some of the expenses related to the functioning of the BRC office from their own income as well.

- Suggested list of items that BRC-EP will require are mention below. Additional items may be added as per availability in the Block.

Items	Quantity	Unit cost	Suggested Specifications
Steel Almirah	2	15000	As per Tripura SRLM Procurement normsfor Block
Office table	5	6000	As per Tripura SRLM Procurement normsfor Block
Plastic Chairs	20	500	As per Tripura SRLM Procurement normsfor Block
Ceiling Fan	2	1500	As per Tripura SRLM Procurement normsfor Block
Sign Board & other display materials	2	3000	As per Tripura SRLM Procurement normsfor Block
White Boardwith Stand	2	2500	As per Tripura SRLM Procurement normsfor Block
Notice Board	1	1500	As per Tripura SRLM Procurement normsfor Block
Printer	1	15000	Monochrome multifunction laserprinter
Desktop computer	1	25000	Dual Core Processor, 4GB RAM,500 GB to 1 TB Hard drive
Laptop	1	35000	2 GHz processor, 4GB RAM, 1 TB Harddrive
Projector	1	25000	HDMI port, 1080p resolution,>2000 lumens
Inverter with battery	1	20000	1500V to 2000V (Sine Wave)
Setting up ofBroadband Connection with Wififacility	1	500	Wifi modem (includingInstallation charges)
Water Purifier	1	12000	includingInstallation charges
Renovation/Repair of Building	1	150000	

2.3 Block Enterprise Promotion Committee (BEPC)

BEPC is an institution working under the ownership of Block Level Federation (BLF) under the NRLM institutional structure for enterprise promotion. A sub-committee of BLF, Block Enterprise Promotion Committee (BEPC) will be formed to manage the BRC-EP. This committee will be working primarily for development of micro enterprises. Block Enterprise Promotion Committee (BEPC) is responsible for providing leadership for the project at the block-level.

Until the BLF is formed, Block Enterprise Promotion Committee (BEPC) will be constituted with

representation from all the Cluster Level Federations (CLF) present in the block. One of the CLFs, based on the discussion with all CLFs and recommendation by SRLM will be designated as nodal CLF. The nodal CLF will be responsible to manage the SVEP funds as per the decision made by the BEPC. This nodal CLF will have a separate bank account for SVEP fund. In no circumstances will the nodal CLF have authority to make any transactions without the approval of BEPC.

2.3.1 Composition of BEPC

As BEPC is the livelihood subcommittee of BLF, it should have representation from all the CLFs comprising the BLF. From the executive committee of BLF, two members from each cluster should be nominated to form BEPC.

In case BLF is not in place, three members from Nodal CLF (preferably Office Bearers) and two members from each of the other CLFs (one office bearer, one livelihood/loan repayment subcommittee member) will form BEPC. Furthermore, in case there are less than four CLFs in the block, three members (one office bearer, one livelihood subcommittee member, one loan repayment subcommittee member) may be nominated from each CLF. The tenure of BEPC members will be concurrent to the tenure of constituent CLF office bearers. All the CLFs in the block will sign an inter-se agreement to ensure equal participation and ownership towards the project. BEPC office bearers shall be elected from amongst BEPC members. BEPC may function either as a single committee dispensing all responsibilities or by forming various working groups in different areas (CEF loan repayment, purchasing, enterprise monitoring) for smooth functioning of BRC-EP. SRLM will appoint a BPM-SVEP to support the day-to-day activities of SVEP. In order to conduct meetings, a quorum of one more than half the total strength of BEPC shall be maintained. Furthermore, there shall be representation from all the CLFs. It shall be the responsibility of the BEPC office bearers and BPM-SVEP to ensure that quorum of BEPC is fulfilled. BRC-MC President, Vice President and Secretary shall be elected from amongst BRC-MC members. BRC-MC can also form various working groups in different areas (CEF loan repayment, purchasing, enterprise monitoring) for smooth functioning of BRC-EP.

2.3.2 Purpose of BEPC

SVEP aims to address the issue of unemployment and poverty in rural areas by providing a source of stable income through the creation of microenterprises. This is done by establishing a support system for the enterprises at a regional level. In this context, the BEPC will be expected to:

- A. Function as the livelihood subcommittee of CBO structure at the block level.
- B. Identify and implement livelihood strategies for families who are part of the CBO structure, especially those belonging to marginalized and SC/ST communities.
- C. Support micro-enterprises by including them in the Micro Credit Plans/other relevant plans of CBOs.
- D. Establish BEPC which will act as a single-window support system for microenterprises.
- E. Act as a monitoring agency for SVEP by providing strategy development support, planning and implementing support based on knowledge of local contexts.
- F. Ensure involvement and support of the Panchayat system in SVEP.
- G. Create sustainable enterprise development strategy with the support of schemes and projects implemented by the Central, State and Local Governments.
- H. Provide the necessary market linkage support through conducting melas, monthly/weekly
- I. markets and/or identifying existing market areas to ensure growth of the enterprises.
- J. Provide the necessary support in organizing similar entrepreneurs to form group enterprises.
- K. Provide the necessary support to establish channels for supply chain.
- L. Create and nurture avenues for marketing of products.
- M. Provide support in standardizing quality, pricing and branding of products.

2.3.3 Responsibilities of BEPC

The BEPC is the owner of the BRC-EP and under the leadership of the elected Office Bearers, is expected to create an environment which facilitates the functioning of the BRC-EP.

- A. The BEPC shall provide guidance to and supervise the activities of BRC.
- B. The elected Office Bearers shall preside over meetings of the BEPC.
- C. In order to implement SVEP through the existing CLFs in the block, the Office Bearers shall take an active role in facilitating an agreement between the CRP-EP/CRP-EP group and BEPC.
- D. The BEPC shall conduct Project Approval Committee meetings at BEPC to review applications for loans from the Community Enterprise Fund (CEF) from potential entrepreneurs under SVEP. The BPM-SVEP (as ex-officio), PIA/NRO representatives, BPM, DPM (as required) and CRPs-EP shall be invited members.
- E. The Office Bearers shall conduct monthly meetings with BEPC members to plan and monitor functioning of BRC-EP.
- F. The BEPC will finalise Annual/Quarterly/Monthly Action Plans with CRP-EP group, CBO representatives, BPM-SVEP and NRO/PIA.
- G. The BEPC shall conduct monthly meetings with the CRPs-EP/CRP-EP group and assess if the project progress is in alignment with the action plan formulated in discussion with CRPs-EP/CRP-EP group.
- H. The BEPC shall evaluate the performance of CRPs-EP/CRP-EP group and ensure that their payment is released every month based on the BEPC cost norms (Annexure 2).
- I. The Office Bearers of the BEPC shall ensure that in all the meetings, quorum of BEPC is maintained.
- J. The Office Bearers shall plan and ensure capacity building programmes for BEPC members and CBOs as per SVEP guidelines with support of BPM-SVEP and Mentor.
- K. The BEPC shall work in association with local self-government so that enterprise development activities can converge with and benefit from the programmes implemented through these institutions.
- L. The BEPC shall present the monthly progress of SVEP to SRLM with the necessary documents by attending block-level project review meetings with support from BPM-SVEP.
- M. The BEPC shall maintain documented details of enterprises by the BRC-EP.
- N. The Office Bearers shall ensure that the members of BEPC to take up and successfully implement projects for enterprise development as and when SRLM floats such initiatives.

2.3.4 Relationship of BEPC with BRC-EP

BEPC is the management committee responsible for functioning of BRC-EP. The ownership of **BRC-EP** lies with community institution represented by BEPC. BEPC is responsible to run BRC-EP with the help and support of CRPs-EP/CRP-EP group, who have been trained by SRLM through NRO/PIA. It is the responsibility of BEPC to manage funds for various project activities under SVEP. The BEPC should ensure that **BRC-EP** is functioning to achieve the objectives of SVEP and should conduct reviews and assessments required to ensure this. All records related to SVEP funds based on decisions made by the BEPC shall be maintained at the nodal CLF with the help of a bookkeeper.

2.3.5 Relationship of BEPC with CRPs-EP/CRP-EP Group

Under the SVEP project, a resource pool of local community members called Community Resource Persons – Enterprise Promotion (CRPs-EP) are trained in providing services related to micro enterprise development. The CRPs-EP will be trained by SRLM with support from PIA/NRO. The BLF/Nodal CLF on behalf of the BEPC will sign an MoU with individual CRPs-EP or CRP-EP group, accredited by SRLM, to avail technical support for enterprise promotion. Once the MoU is signed, the CRP-EP group or CRPs-EP as individuals will function as a service provider of BRC-EP to promote enterprise development among members of the CBO network. The CRPs-EP/CRP-EP group will further be responsible for day-to-day functioning of BEPC as per the MoU.

2.3.6 Honorarium related to BEPC:

The members in the BEPC are eligible for a sitting fee Rs 300 per head. It includes BRC review meeting, PAC meeting and other special meetings, if any, called at BRC office. It shall not exceed 5 such meetings in a month. The given amount is inclusive of TA & DA. The members are eligible for fee on field visit for supporting SVEP activities as given under the purpose of BEPC, in the block at Rs. 300 per head which is inclusive of TA & DA. The field visits of BEPC members and any other activities as part of community-based monitoring system should be planned and approved in the Joint Action Plan. But maximum number days for field visit shall not exceed 5 days in a month. The payment can be released based on the work report submitted to BEPC which will be cross-checked by the mentor and BPM of the block.

2.4 Expenditure related to meeting: The regular monthly meeting of BRC or any other special meeting which is being called by the members of the BRC where representatives from SRLM, PIA and BEPC members will be attended to discuss issue related to SVEP.

- **Cost related Tea & snacks:** The expenditure related to tea & snacks in the meeting have to finalized by BEPC in discussion with the members of Nodal CLF and it should not be more than 50 rupees per person. The fixed amount will be applicable for any kind of meeting at the BRC and the amount will be sanctioned after the approval from the office bearers of the BEPC. It may be done by the members contribution.
- **Travelling allowance:** The BEPC members should prepare a rate chart for the TA of the members in actual basis and its should not be more than 100 rupees per person. The any members from the community body if required to attend the meeting is liable to get TA in actual basis and it should not be more than 100 rupees.
- **Daily Allowance:** The invited members from community body are liable to get 60 rupees for attending the meeting if the time spend in the meeting up to 3 hours. If the time spend in the meeting more than 3 hours, then the DA applicable in that case is 125 rupees per member. The allowance is applicable to those members who have been invited to attend the meeting.

2.5 Expenditure related to the rent of the BRC-EP office: The BEPC should have a sustainable revenue model so that it continues to function even after the SVEP project period of four years is completed. It should have an office in a location in the block with good road connectivity, electricity, and broadband facilities. It should also have facilities for conducting training programmes in the future. Preferably, the office should be in near to Nodal CLF as major financial transaction approval would be happen from the Nodal CLF. Any government building in the premises of block panchayat and have accessibility for all the BEPC members can be taken as space for BRC functioning. In case of private building, a monthly rent of maximum Rs 5000 can be given for the space. If required space

with sufficient facilities required to run the office is not available within the budget, then maximum rent of Rs 8000 can be given with the consultation of BMMU/DMMU.

2.6. Salary of Accountant: The experienced & trained accountant is mandatory to maintain proper books of records and manage financial transaction of the BRC. The BEPC can appoint a permanent accountant for the BRC. The salary of BRC EP accountant shall be Rs. 5,000 per month for first 6 months from the date of joining and increment in the salary can be decided by the BEPC in consultation with BMMU/DMMU after the completion of 6 months from the date of joining. The salary of Accountant shall be booked under the Admin cost, during the project period. Post project period, the salary shall be booked under Working capital of BRC EP. The details roles & responsibilities of the accountant is mentioned in the annexure 6.

2.7. Office related expenditure:

The expenditure related to day-to-day expense of the office like internet bill, telephone bill, water bill, newspaper, stationary items like register, A4 sheet, Ink for the printer & Xerox, office cleaning labor fee etc. can be met from the work capital of the BRC and the payment have to meet in discussion with all the members of the BEPC. The interest earned by the BEPC through the repayment of loans released from the Community Enterprise Fund (CEF) may also be used for this purpose. Since the CRP-EP group will be using the office, it is expected that the CRPs-EP will bear some of the expenses related to the functioning of the BRC office from their own income as well. But all the expenses including 1.1, 1.2, 1.3, 1.4 and 1.5 should not be more than Rs 90,000 in a quarter.

3. Work progress and review of BRC-EP

Review by BRC-MC

- BEPC should conduct monthly review of CRP-EP group at BEPC based on targets set as per phasing plan.
- CRP-EP group should submit monthly work report to BRC-MC.
- BEPC should ensure that the Nodal CLF makes payment to CRP-EP group based on activities completed and rates specified in Annexure2.
- During review meetings of BRC-EP, in addition to discussions on work plan and work report, problems faced by community in undertaking entrepreneurship and innovative business ideas should be discussed.
- BPM-SVEP and Mentor should help monitor the process of SVEP implementation

Review by TRIPURA SRLM Block and District Mission Management Units

- The District/Block Project Management Units should monitor progress of SVEP via BPM-SVEP.

- The Block Project Management Unit (BPMU) should include SVEP in the agenda for all review meetings. The review meeting should be attended by BPM-SVEP, Mentor, BRC-MC and CRP-EP group representatives.
- The District Project Management Unit (DPMU) should also include SVEP in the agenda for all review meetings. The review meeting should be attended by BPM- SVEP. Mentor from NRO/PIA and BRC-MC, CRP-EP group representatives may also be invited, if required.

Review by TRIPURA SRLM State Mission Management Unit

- Progress report of SVEP should be regularly communicated by DMMU to State Mission (SMMU).
- SMMU should conduct quarterly review meetings to monitor progress of SVEP, develop future plans, discuss problems in implementation of project and new initiatives to be implemented through CRPs-EP. TRIPURA SRLM should ensure the presence of relevant district and block officials along with NRO/PIA representatives.
- SVEP has to be included as an agenda in review meetings conducted by SMMU and the progress of BMMU/DMMU in implementing SVEP.

Review by NRO

- Review performance of BEPC through Mentor.
- Conduct quarterly review of project with help from TRIPURA SRLM at state-level.
- Mentor shall participate in all block-level review meetings where BPM-SVEP, Mentor, BEPC representatives, and CRP-EP group representatives.

Grievance redressal system

In cases problems that cannot be solved internally within the BEPC arise, a grievance redressal committee will examine and resolve the issue.

Details of various grievance redressal mechanisms that can be resorted to is given below:

Party 1	Party 2	Grievance redressal committee	Final decision
CRP-EP/CRP-EP group	CRP-EP/CRP-EP group	BEPC representatives and BPM SVEP	DPM/DMMU
CRP-EP/CRP-EP group	Entrepreneur	BEPC representatives	BPM-SVEP
CRP-EP/CRP-EP group	BRC-MC	BPM-SVEP	DPM/DMMU
CRP-EP/CRP-EP group	BPM-SVEP	BEPC representatives, CRP-EP group representatives	DPM/DMMU
CRP-EP/CRP-EP group	District Mission Management Unit	CRP-EP group representatives, BPM-SVEP, BRC-MC representatives, DPM	SPM (Non-Farm)/ TRIPURA SRLM

Annexure 1: Panchasutra and Suggested Meeting Agenda

Part I: Panchasutra for BRC

Panchasutra for BEPC under SVEP

Below given are the suggestive Panchasutras which shall be followed at BRC for a successful and sustainable model of functioning of BRC owned by community under SVEP in the block.

1. Regular meeting

There shall be minimum one meeting in a month for the review of work based on the joint action plan (JAP) prepared, at BRC. All the members of BEPC, BPM SVEP, Mentor from Kudumbashree NRO, CRP EPs, Shall attend the meeting. The APMs and other Mandal staffs can be invitees in the review meeting. The agenda of the meeting is given in Part II.

There shall be minimum one PAC meeting in a month at BRC. The number of PAC depends upon the number of business plans to be appraised in a month. The ideal number of business plans to be appraised in a PAC meeting is 25.

2. Optimum utilization of CEF

It shall be ensured the equity in the usage of the CEF and prevent cornering of the CEF funds by a few members in the community. Preference should be given to the highly vulnerable beneficiaries under MGNREGA, marginalized sections, women, SC and ST communities and should also include rural artisans.

3. Proper lending of CEF

It should be ensured that the CEF has been released by following all the proper procedures as mentioned in the SVEP BRC guidelines of the state. Adopting any other procedures for lending the CEF will be considered improper which is against the SVEP policies and liable for immediate recovery actions.

4. Timely repayment of CEF

BEPC shall ensure the timely repayment of CEF at all the levels from entrepreneur to BRC account. The information on defaulted loans shall be informed to the respective CBOs and BPM (SVEP) for further actions to recover the CEF.

5. Proper book-keeping of BRC

BEPC shall ensure the proper book-keeping in timely manner through the BRC accountant and is liable to annual audit by Chartered Accountant. The suggestive records and formats which can be used in BRC are given in part III.

Part II: Suggestive Meeting agenda (1st point of Panchasutra)

Please note: The discussions suggested below will require strict handholding support from BPM- SVEP and Mentor who will help in facilitating and guiding the discussions. The BPM-SVEP

and Mentor should work towards ensuring that BEPC and CRP-EP Group is able to take an informed decision and hold productive discussions.

I. BRC Level

1. CRP-EP Group Meeting

- **Frequency of meeting-** Once in a month- preferably before BEPC meeting
- **Quorum:** At-least_____% of CRP-EP Group including President and Secretary (*As decided by the group*)
- **Invitees:** Mentor, BPM-SVEP and NRO Professional
- **Chaired by:** President of CRP-EP Group
- **Minutes maintained by:** Secretary of CRP-EP Group

Suggested Agenda	Session Note	Facilitator
Prayer	Short prayer, not more than 2 minutes	Secretary of CRP-EP Group
Review of minutes from last meeting (led by Secretary)	Read out the major discussion points recorded in the last meeting	Secretary of CRP-EP Group
Discussions on Joint Action Plan and last month's Monthly Plan prepared and progress achieved Individual work progress Progress on Phasing Plan	<ul style="list-style-type: none"> • Each CRP-EP to read out individual achievements against Monthly Work Plan prepared. • Group President to ensure that CRP-EP group compile details of the coverage completed during the month and compare the same against the Phasing Plan prepared for the period 	CRP-EP Group President
CEF Repayment	<ul style="list-style-type: none"> • Each CRP-EP is to provide the details of CEF repayment data collected as part of their PTS (Include date of disbursement; Expected Repayment; Actual Repayment) • The group will be required to compile list of entrepreneurs who have paid their monthly instalments and those who have not and use the data for further meetings with CBOs. 	President of CRP-EP Group

<p>Discussions on Enterprise Performance Performance trends of enterprises- business location wise, type of enterprise wise Challenges faced leading to poor performance of enterprises and points to be taken up at monthly VO, CLF and BEPC meeting Actions/Solutions to be taken</p>	<ul style="list-style-type: none"> • Group is required to review the Consultation Slip prepared based on the financial statements prepared for the enterprise • CRP-EPs to show income ranges of enterprises based on the location of business (near markets, ample connectivity, remote area etc), type of business, etc. • CRP-EPs to present this data VO wise which is to be compiled for their upcoming VO and CLF meetings. • CRP-EPs are required to discuss the reasons behind enterprises that are not earning sufficient income based on their expected income and based on the benchmark data that VE-IT App can provide (Expected income- can use business plan as reference). If the reasons are business performance related, then the group need to discuss the suitable course of action (eg.PIP, revising business strategy- refer Tools), if it is due to societal/cultural reasons, then these need to be discussed with the CLF/VO during the monthly meetings. 	<p>President to facilitate the discussion and ensure that data is compiled in the required format</p>
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<p>Discussion on Enterprise Potential and points to be taken up at monthly VO and BEPC meeting Opportunities identified Support required from different stakeholders</p>	<ul style="list-style-type: none"> • CRP-EPs to discuss the details of Tool 1 results for their respective areas (if assigned). The group needs to review the opportunities identified and decide on those potentials that will require additional discussion and support from CBO and those potentials that will require additional financial or skill training support. • The list needs to be compiled by the group (VO wise) and the additional support that may be required need to be added next to each potential identified 	<p>President of CRP-EP Group</p>
<p>Prepare claim format with supporting documents and verify the same within the group before submitting for verification to Mentor and/or BPM SVEP</p>	<ul style="list-style-type: none"> • Group need to ensure that all the activities completed are recorded with all the necessary formats. They are required to compile these activities and record the Individual Monthly Claim Format for each CRP-EP and further compile the same to record the Group's earnings for the month by recording in the Groups Monthly Claim Format. President is required to then submit this to BEPC during the BEPC meeting 	<p>President and Treasurer of CRP-EP Group</p>

<p>Review of Viability and Business Plans- Group level Verification of Viability and Business Plans to be submitted to PSC (before review by Mentor and BPM-SVEP)</p>	<ul style="list-style-type: none"> •The Business Plans prepared after EDP need to be reviewed for corrections by the Group. The Group is also required to check if the applications are substantiated with all the required formats. •The above activity needs to be facilitated through a Business Plan clinic where selected CRP-EPs who are experts in preparing Viability and Business Plans check each application with the respective CRP-EP before further process. The clinic will check Calculations in the Business Plan If the application is complete with all required documents and formats If the assumptions taken are realistic •The suggestions provided by the clinic need to be incorporated by the respective CRP-EP. •The final version of Viability and Business Plan need to be recommended and signed by the CRP-EP Group. It will then be forwarded to the Mentor and BPM-SVEP for further review. •Following this check, it will be distributed back to CRP-EP group who will attach the same with CEF application and present to SHG and VO for their recommendation 	<p>President and Secretary of CRP-EP Group</p>
<p>Disputes within group or for specific Group member-action to be taken for redressal</p>	<p>Any issues to be taken up with the CRP-EP group or BEPC need to be taken as per the redressal mechanism (as suggested in guideline)</p>	<p>President of CRP-EP Group</p>
<p>Other discussions – Additional points to be discussed by Mentors/BPM-SVEP/BEPC/any other invitee</p>	<p>CRP-EP Group President to check with the invitees if any additional discussions need to be taken up. Each topic may then be facilitated by the President for further discussion.</p>	<p>President of CRP-EP Group</p>

<p style="text-align: center;">Materials Required</p>	
<p style="text-align: center;">To be brought in</p>	<p style="text-align: center;">Outcome from the meeting</p>
<p>Minutes Book</p>	<p>Updated with decisions of the meeting</p>
<p>Joint Action Plan</p>	
<p>Monthly Work Plan</p>	<p>Actual achievements to be updated next to the plan. Backlogs to be added to next month plan</p>
<p>Monthly Work Report (group and individual)</p>	<p>Activities conducted along with the necessary formats to be compiled</p>
<p>PTS data (with financial statements and consultation slip)</p>	<p>VO wise PTS brief to be prepared which is to be discussed at VO and CLF meetings.</p>

Village Survey (Tool 1)	Revised list of potential enterprises identified to be maintained VO wise. CRP-EPs to maintain the compiled list of potential enterprises with the support required (skill based, market based, etc) to further proceed for discussion with BEPC, VO or CLF
CRP-EP Group payment format and supporting documents	Based on the work report prepared, Individual as well as group claim format need to be compiled with all the necessary supporting documents and formats.
viability and Business Plans	Corrected and verified Business plans along with signature and authorisation of the group will be distributed to the CRP-EPs which will be taken for recommendation from SHG and VO
Repayment Status	List of entrepreneurs, the expected instalment amount (Principal+Interest), actual instalment amount (Principal+Interest), expected instalment number, actual instalment number, expected repayment- Cumulative (Principal+Interest), actual repayment- Cumulative (Principal+Interest)

2) BEPC Meetings

i. **BRC Meeting-** For reviewing BRC activities

- **Frequency of meeting-** Once in a month
- **Quorum:** At-least 50% of BEPC with Office Bearers. At-least 1 member from each CLF and % of CRP-EP Group with Office Bearers (*As decided by BEPC and CRP-EP Group*)
- **Invitees:** Mentor, BPM-SVEP and NRO Professional
- **Chaired by:** President of BEPC
- **Minutes maintained by:** Secretary of BEPC/Bookkeeper

Suggested Agenda	Session Notes	Facilitator
1. Prayer	Short prayer, not more than 2 minutes	Secretary of BEPC
2. Review of minutes from last meeting (led by Secretary of BEPC)	Read out the major discussion points recorded in the last meeting	Secretary of BEPC
3. Review of activities planned (ME development against Joint Action Plan and CBO Coverage against Phasing Plan) and actual achievements	The CRP-EP or representative from the group should present the achievements against the planned activities from the Monthly Work Report and Monthly Work Plan. CRP-EP or representative to also provide details of backlogs if any	President of CRP-EP Group

4. Review of CRP-EP work report and claim report- after verification by Mentor	The BEPC is required to review the Group Monthly Claim Report submitted by the group and check the formats attached with the claim report. Incomplete Individual Claim Reports can be rejected (if it is submitted individually). In case the group has submitted incomplete formats, then the payment for this claim will only happen in the next BEPC meeting (unless the BEPC decide to meet again for this purpose in the present month)	President of BEPC
5. General update of enterprise performance (cluster wise) a. Community level challenges affecting enterprise performance b. Possible solution	<ul style="list-style-type: none"> • CRP-EPs to show income ranges of enterprises (VO wise) based on the location of business (near markets, ample connectivity, remote area etc), Type of business. CRP-EPs will also discuss enterprises earning below the planned earning proposed in Business Plan and those earning more than the planned income as per Business Plan. The CRP-EPs are also required to discuss the performance of the enterprise against the benchmark data produced in VE-IT App. • Discuss the societal/cultural reasons behind the poor performance of an enterprise, BEPC to discuss possible solutions in such cases. <p>BEPC may be facilitated towards conducting the following discussions:</p> <ul style="list-style-type: none"> • Enterprises that will require additional support from BRC according to CRP-EP • Reasons for poor and/or good performance of an enterprise • Actions taken by the CRP-EP to address any performance issues during the reporting period • Plan of action that the CRP-EP plans to take for improving the performance of selected enterprises • Support that the CRP-EP will require from BEPC for any enterprise development activity planned 	Presidents of CRP-EP Group and BEPC
6. Discussion on status of CEF repayment at CBO level	CRP-EPs are required to present the list of entrepreneurs (VO wise) from each CLF along with date and amount of CEF disbursement.	Presidents of CRP-EP Group and BEPC
7. Enterprise Potential- a. Discuss enterprise/market potential identified by CRP-EP through Tool 1 b. Discuss potential opportunities	CRP-EPs are required to present a brief of their findings from Tool 1. The additional skill/CBO support requirement need to be discussed and a plan of action need to be finalised by the BEPC. Any potential opportunities identified or suggested by BEPC may also be discussed for further assessment. Stakeholders to be engaged and Support required from BEPC and/or community in following up with the same	Secretary of CRP-EP Group and President of BEPC
(enterprise/market) identified by BEPC-		

8. Challenges and issues of CRP-EP group in conducting activities in the community-suggested solutions and actions to be taken by BEPC for the same	CRP-EP group is required to discuss the community-based issues they face (in mobilisation, enterprise set-up, enterprise performance, etc) with the BEPC. BEPC is required to discuss possible solutions and the actions that will be taken by them or the support systems that can be made available to the Group.	Secretary of CRP-EP Group and President of BEPC
9. Identification of issues between BEPC and CRP-EP group, redressal of the same	Refer BRC Guidelines Part 9.	Secretary of BEPC
10. Discussion on financial status of SVEP at the Block and discussions on fund requirement as required	The BEPC is required to maintain an updated record of the funds that have been received at Nodal CLF and the expenditure incurred in each head as on the reporting month. Any fund shortage or additional fund requirement need to be finalised at this meeting and communicated with the Professional or BPM- SVEP	Treasurer of BEPC

Materials Required	
To be brought in	Outcome from the meeting
Minutes Book	Updated with decisions of the meeting
Joint Action Plan	
Monthly Work Plan	Actual achievements next to the plan. Next month plan to be present with backlogs
Monthly Work Report (group and individual)	Activities conducted along with the necessary formats compiled
Summary of PTS data- Cluster and VO level	VO wise PTS brief to be prepared which is to be discussed at VO and CLF meetings.
Village Survey (Tool 1)	Revised list of potential enterprises identified to be maintained VO wise. CRP-EPs to add the support they would require (skill based, market based, etc) to further proceed with the identified potentials.
CRP-EP Group payment format and supporting documents	Based on the work report prepared, Individual as well as group claim format need to be compiled with all the necessary supporting documents and formats.

PSC- Reviewing and Sanctioning Business Plan

- **Frequency of meeting-** Minimum once in a month

- **Quorum:** At-least 1 representative from each CLF with Office Bearers of BEPC and respective CRP-EP with Office Bearers of CRP-EP Group
- **Invitees:** Entrepreneur, CRP-EP Group, Mentor, BPM-SVEP and NRO Professional
- **Chaired by:** President of BEPC
- **Minutes maintained by:** Secretary of BEPC/Bookkeeper

Suggested Agenda	Session Note	Facilitator
Prayer	Short prayer, not more than 2 minutes	Secretary of BEPC
Review of verified Business Plans submitted by CRP-EP group	CRP-EP should be able to provide a brief about the Business Plan which may include (but not limited to) Entrepreneur and enterprise basic details Details of capital required and utilisation of the money as per business plan Expected income as per the business plan	President of BEPC
Verification of supporting documents in case of CEF application	BEPC should be allowed the time to review the business plan to check if the necessary recommendations are attached with the application	President of BEPC
Discussion with applicant and supporting CRP-EP on the Business Plan prepared	BEPC should be allowed to discuss the business plan with the potential entrepreneur. The entrepreneur should be aware of the capital being used in his/her business and the expected income. BEPC should be facilitated to asking questions regarding Expected profits and earnings from the business Current income of the potential entrepreneur Time dedicated for the business by entrepreneur Sources of capital for the business How/where will the capital be invested Other support expected from the BRC for running the business	President of BEPC
Final approval of business plan (CEF sanction included)	Business Plans approved by BEPC need to be recorded in the PSC Register by the bookkeeper/CRP-EP	Bookkeeper of BEPC
Providing necessary official communications to CBOs regarding the PSC decisions and directions to be followed in furtherance to the same	BEPC and CRP-EP group is required to compile the list of enterprises approved during the PSC (CLF wise) and draft a letter notifying the CLFs regarding the same and the actions that will be expected from them.	Presidents of BEPC and CRP-EP Group
Providing necessary official support in facilitating Bank Loan for selected Business Plans	In the case of Bank Loan applications, BEPC is required to draft a recommendation letter to the bank with details of the enterprises which require bank loan support. This will be added to the bank loan application format otherwise prepared.	Presidents of BEPC and CRP-EP Group

Materials Required

To be brought in	Outcome from the meeting
Minutes Book	Updated with decisions of the meeting
Business Plans	Sanctioned/approved Business Plans to be maintained for each entrepreneur along with the entrepreneur id
PSC Register	Update the details of entrepreneurs who have been approved for SVEP support- Maintain details of CEF and without CEF in the register
Letter to CLF	Letters signed and sealed by BEPC to be forwarded to respective CLFs
Covering Letter to Bank	Detailed letter with enterprise list and BEPC's recommendation

Part III: BRC Books of Accounts

Following are the suggestive books of accounts which shall be kept in the BRC office and written by BRC Accountant.

1. Minutes register for PAC and other BRC meetings
2. Order File
3. Registration doc
4. Membership GB
5. Membership EB
6. CRP EP profile
7. Notice file
8. Receipt book
9. Sub Voucher
10. Payment Voucher
11. Voucher file
12. Day book
13. Cash book
14. General ledger
15. CEF application file
16. CEF Disbursement register
17. CEF loan repayment register
18. CRP EP group acquittance
19. Advance settlement register
20. BEPC EC TA Form
21. Asset register
22. Asset movement register
23. Stationary register
24. R&D register
25. Cheque issue register
26. Visitors register
27. Attendance register

Annexure : Duties and Responsibilities of Accountants

Since SVEP is being implemented under the community organizational structure of

Bihan along with Central Govt. collaboration, proper financial proceedings and documentation must be ensured according to the prescribed rules. Due to the same reason, all financial transactions done by the accountant must be adhering to the updated guidelines as published in the Master Circular S-11057/10/2016/NRLM (SVEP) from National Rural Livelihoods Mission. SVEP Block Resource Centre shall be the office for the accountant and the working hours shall be 10am to 5pm for 15 days in a month for first 6 months from the date of joining and full-time employee of BRC after 6 months from the date of joining. The BEPC would be the appointing authority with the support of DMMU and SMMU and BEPC would be the reporting authority. The eligibility criteria and selection process of accountant shall be in line with the Nodal CLF accountant. The selection, training and deployment would be the responsibility of District Project Manager (Non-Farm) (DPM–NF). The deployment of accountant shall be done within 45 days of BEPC formation.

The salary of BRC EP accountant shall be Rs. 5,000 per month for first 6 months from the date of joining and increment in the salary can be decided by the BEPC in consultation with BMMU/DMMU after the completion of 6 months from the date of joining. The salary of Accountant shall be booked under the admin cost, during the project period. Post project period, the salary shall be booked under Working capital of BRC EP.

The performance of accountant may be evaluated once in every year by a joint committee of all members of BEPC, BPM (SVEP) and Mentor from Kudumbashree NRO during the project period, and all members of BEPC after the project period. If the performance of Accountant is found unsatisfactory, the committee may report the same to the District Project Manager, which leads to the termination of services of the accountant and shall appoint a new accountant.

The duties and responsibilities of Accountants being appointed for the smooth functioning of the Block Resource Centers at the SVEP Blocks are stated as follows –

1) BEPC

1.1) BEPC Registration

- As per SVEP guidelines, registration documents of BEPC under the Societies Registration Act and the profiles of Executive Committee Members and CRP EPs should be filed and maintained in the BRC.
- With respect to the renewing of the registration of the BEPC Committee, one-month prior notice should be given to the Committee.
- Make available the necessary documents required for annual renewal of registration.
- Ensuring the annual auditing of accounts, every year, by recognized

Chartered Accountants from within the district where the program is being implemented.

- Ensuring timely money transfers, accounting and auditing and making sure that they are authenticated by the concerned authority.

1.2) BEPC Fund Utilization

- A savings bank account with auto swipe facility should be started in the name of OBs of Nodal CLF for SVEP activities.
- Fund allocation and utilization of BEPC should only be done with respect to the decisions made in the BEPC meetings.
- All details regarding the receipts and expenditure should be filed under respective heads and presented in the first committee meeting, every month.
- Sitting fee of the committee members shall be distributed as given in the BRC guidelines against their attendance.
- All the registers and documents should be written and maintained as required by the guidelines.
- Any expenditure or fund allocation should only be done after receiving written authentication from the Member Secretary.
- Expenditures, fund allocation and balance amount under each heads as prescribed by the guidelines should be recorded.

1.3) BRC Responsibilities

- Ensure that the payments, as per the guidelines, for services provided by the CRP EP via BRC under the program, shall be disbursed and recorded under the respective financial heads.
- Fund to claims authenticated by BEPC shall be allotted only after ensuring of adequate documents. Claims without required proofs and documents have to be reverted back to the committee and concerned officials.
- All transactions including daily expense have to be recorded with their necessary receipts, Vouchers etc.

- Value of all assets and properties purchased during setting up of Block Resource Center have to be recorded.

2. Community Enterprises Fund (CEF)

2.1 CEF Allocation

- Verify the allocation of the fund only according to the Project Approval Committee (PAC) decisions.
- Ensure that all the required documents mentioned under the guidelines are present for Community Enterprises Fund, permitted by Project Approval Committee.
- Details of the enterprises that aren't qualified for CEF due to lack of records and documents have to be informed to the BEPC and concerned officials.
- Ensure that Agreements have been signed between the member of SHG availing loan and BEPC.
- The CEF is to be allocated to the SHG member only via cheque or deposit to bank account.
- Group enterprises have to be allotted CEF to the bank account under the group's name.
- To take necessary steps to allocate funds to enterprises that have been permitted with funds, based on adequate records, within 10 working days after the approval.
- To inform CCs through letters compiled at the BRC via email/letter/website update after the CEF fund allocation from BRC.

2.2) CEF Repayment

- Along with the compiled list of allocated CEF submitted to the VOs, the repayment chart of each enterprises including respective cost and dates have to be communicated via letter/email. The same can be shared with Block as

well.

- A loan repayment register has to be prepared and maintained under the responsibility and guidance of the Livelihood sub-committee at VO level.
- Information regarding monthly repayment has to be communicated via letter/email to the VOs in the form of a demand lists before the 5th of every month.
- The repayments of the respective months have to be recorded in register and in software.
- BEPC, Block and CRP EP group members have to be informed in writing, the amount to be received, received amount and balance amount etc. every month end in a Demand - Collection – Balance model.
- The list of names and details of enterprises that defaulted in monthly repayment have to be reported to BEPC committee, Block and CRP EP group in writing.
- Pressurize concerned s through BEPC for repayment of loan from enterprises that have defaulted payments for more than three months.
- Recommend actions to include enterprises that have defaulted for more than 3 months under NPAs and take other necessary steps.

2.3) CEF Interest Share Allocation

- Ensure the interest collected via CEF loans has been allocated to BRC, VOs and SHGs from BRC on every 6 months based on proportions mentioned in the guideline.
- The interest calculated based on the proportion of actual repayment received has to be allocated after authentication by BEPC.

Head-wise booking of funds under SVEP

File No- S-11057/04/2015/NRLM (SVEP) (345491)

Government of India
Ministry of Rural Development
Department of Rural Development
(NRLM Division)

7th Floor, NDCC-II Building
Jai Singh Road, New Delhi

Dated: 6th January, 2020

To,
State Mission Director/CEO
State Rural Livelihoods Mission
Andhra Pradesh, Assam, Bihar, Chhattisgarh, Gujarat,
Haryana, Jammu & Kashmir, Jharkhand, Kerala, Madhya Pradesh,
Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Odisha,
Punjab, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh,
Uttarakhand, West Bengal

Subject: PFMS mapping of budget heads of SVEP

Sir/Madam,

I am directed to inform that the budget heads of Start-up Village Entrepreneurship Programme (SVEP) have been revised as per the discussion at the Finance Review Meeting with State teams held during 25th to 27th July, 2019 at New Delhi.

To align with the SVEP budget Heads the existing budget lines in PFMS have been recast as indicated in the attachment. The nature of expenditure to be booked against each of the budget line and also indicating the route of fund transfer (to the project implementing agencies/community-based organizations) are also indicated in the attachment.

The budget lines "[K01] Skill building of Entrepreneurs", "[K02] Block level professional support", "[K04] NRLM Centralised Support (NRO Secretariat)" and "[K05] Training and implementation for PIA's" has been substituted with new budget heads and henceforth, it is requested not to book the expenditure under [K01], [K02], [K04] and [K05]. These heads are not deleted/disabled in PFMS as expenditure booked till now has to be considered for monitoring.

As decided at the meeting, referred above and communicated in the minutes of the meeting, all SRLMs are requested to submit separate IUFR for SVEP starting from 2nd qtr of 2019-20 by incorporating the new budget lines in the IUFR.

Yours faithfully,



(Anita Baghel)
Director-RL

Copy for information to:

1. Sh. Rajesh Gupta, EDII NRO, Ahmedabad
2. Sh. Sajith Sukumaran, Kudumbashree NRO, Kerala

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
1	Skill building of Entrepreneurs)	[K01] Skill building of Entrepreneurs)	Stop booking expenditure under this head (as new head K08 along with sub-heads is created)	
2	Block level professional support	[K02] Block level professional support	Stop booking expenditure under this head (As henceforth expenditure has to be booked under head K07 – Admin. Cost is created)	
3	Community Enterprise Fund	[K03.1] Block RSETI Cost (if applicable)	<p>The Nodal CLF can use the interest earned on the CEF released, in the following manner</p> <p>a) Interest on CEF kept as Fixed Deposit should to added to the CEF and should be used for release of loans to enterprises</p> <p>b) Interest earned from the lending of the CEF to the SVEP entrepreneurs should be shared with SHG, VO and CLF as incentive for ensuring repayment based on CEF guideline</p>	SRLM to Nodal CLF
		[K03.2] CIF and Credit Guarantee Fund	<p>The interest remaining with the BRC (nodal CLF under SVEP) can be used to pay for all expenses related to functioning of BRC office including rent, electricity, water and internet charges, maintenance costs, stationery costs etc, as well as for the</p> <p>unt um sitt</p> <p>fee etc after the project period</p>	SRLM to Nodal CLF
4	NRLM Centralised Support (NRO Secretariat)	[K04] NRLM Centralised Support (NRO Secretariat)	Stop booking expenditure under this head (as new heads have been created for fund release to PIA under different activities and should be used	

Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
Training and implementation for PIA's	[K05] Training and implementation for PIA's	Stop booking expenditure under this head (as new head K08, K09, K10 are created and should be used accordingly)	
R&D including innovation, value chain, scaling up	[K06] R&D including innovation, value chain, scaling up	No change (Any expense related to innovation pilot project, value chain and scaling up of the SVEP/non-farm enterprises should be booked in this head)	
Admin. Cost	[K07] Admin. Cost	(No change) Salary including training, travel and other expenditure (computer or laptop etc) for the BPM (SVEP)	SRLM
New Head [K08] Skill Building of Entrepreneurs	New head [K8.1] Skill Building of Entrepreneurs through CBOs	1. Remuneration to CRP-EPs - task based fee etc. related to triggering/ selection / business plan preparation, approvals and release of loan applications from CEF and banks, and grounding of enterprises and performance tracking for the 1st 6 months, as well as the EDP given to the entrepreneurs- to be given to the Nodal CLF and thru them to the CRP-EP's. 2. Cost for resource persons, resource material, licenses, certifications and resources used or developed at BRC for enhancing the supports to Entrepreneurs.	SRLM to Nodal CLF
Skill building of Entrepreneurs	New Head - [K8.2] Skill building of Entrepreneurs through PIA/Other Agency	Cost of skill building of entrepreneurs by the SVEP PIA / any other technical agency selected by the state. Also includes cost of the training material, venue and other expenses related to the EDP training by the SVEP PIA Training provided to include: EDP, PIP, Domain specific and other similar trainings	SRLM to PIA, Other Agency or SRLM directly

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of	iture to be	Route of Fund Transfer
9	Training of Community Institutions	New Head -[K8.3] Skill building of Entrepreneurs-exposure visits	Cost of exposure visits of entrepreneurs by the SVEP PIA / by the state including cost of the CRP-EPs accompanying the entrepreneurs going on the exposure visits.		SRLM to PIA or SRLM directly
		New Head - [K9.1] Business Development Support through CBO's	The task-based remuneration to the CRP-EPs for the orientation to the SHGs and VOs about the SVEP. Also remuneration to the BRC members for facilitating these orientations		SRLM to Nodal CLF
			Remuneration to include honorarium for their role in monitoring, along with their participation in BRC meetings		
10	Handholding Support by CRP-EP	New head [K9.2] Training and implementation through PIA's	Cost of the resource persons, training material and other cost of training incurred in the training of the members of the CLFs and Nodal CLF by the PIA including exposure visits for Community Leadership/BRC MC members		SRLM to PIA
		New Head - [K10] Handholding Support by CRP-EP	All remuneration to CRP-EPs - sustenance allowance, task-based fee etc. for support to grounded enterprises including performance tracking- to be given to the Nodal CLF and thru them to the CRP-EP's, PTS second 6 months		SRLM to Nodal CLF
11	Training and Capacity Building of CRP-EPs	New head [K11] Training and Capacity Building of CRP-EPs	Start up Support, and Market Support etc All costs related to the training of the CRP-EPs - resource person cost - fees and travel, training material, venue, food and stay etc. - expenditure to be done by the PIA / as per the residential training norms of the state, Exposure visit for CRP-EP, Any additional capacity building for CRP-EP during project period.		SRLM to PIA or SRLM directly

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
12	BRC Set up support Cost -	<p>New Head [K12] BRC Set up support Cost –</p> <p>Sub head - [K12.1] Setting up of BRC-EP (Incl. all assets)</p>	<p>Expenses on the capex for the BRC - furniture, durries, stationery, computer and accessories, projector, Almirahs, minor repairs to office, security deposit for office etc. Expenditure to be done by the Nodal CBO as per community procurement manual of the state - to be given to the Nodal CBO as a one-time grant</p>	<p>State to Nodal CLF or State to PIA and PIA to Nodal CLF</p>
		<p>Sub head - [K12.2] Working Capital for BRC-EP for operating expense)</p>	<p>Expenses on the rent, electricity and other expenses of the BRC office, loans to the CRP-EPs for buying mobiles, Loan/advance to be paid to CRP-EP Group.</p> <p>All expenses related to functioning of BRC office including rent, electricity, water and internet charges, maintenance costs, stationery costs etc. to be given to the Nodal CBO as a one-time grant</p>	<p>SRLM to Nodal CLF</p>
13	<p>Baseline (including tablets for CRP-EPs)</p>	<p>New head [K13] Baseline (including tablets for (CRP-EPs)</p>	<p>Expenses for conducting the baseline survey by the PIA - includes cost of training, induction, provision of mobiles to CRP-EPs or enumerators (a total amount of Rs. 1 lakh) for the survey, payment of remuneration and travel costs to the CRP-EPs or enumerators for the baseline activities. Other costs incurred by PIA for the baseline - travel and cost of resource persons, data analysts, report making, travel for approvals thru EC etc.</p>	<p>SRLM to PIA</p>

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
14	Monitoring & Evaluation	New Head - [K14] Monitoring and Evaluation	Expenses on the mid line and end line evaluation of the SVEP - funds to be spent directly by the SRLM - either on internal M&E team or external agency for the M&E - specific to SVEP.	SRLM
15	Mentor and Block Support	New head [K15] Mentor and Block Support through PIA's	Salary, travel (both within the block and outside to PIA HQ for reviews etc) and other expenditure (computer or laptop etc) for the Mentor and other resource persons provided by the PIA	SRLM to PIA