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MINUTES OF THE FIRST MEETING OF EXECUTIVE COMMITTEE OF ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY HELD ON 6TH OCTOBER' 2012 IN THE CHIEF SECRETARY'S CONFERENCE ROOM.

List of participants: Enclosed herewith.

The meeting was held under the chairmanship of Sri Naba Kr. Das, Chief Secretary, Assam.

Sri J. B. Singh, Principal Secretary, P & RD Department, Government of Assam while welcoming the Chairman and the members of the committee highlighted the objectives of the meeting. Thereafter discussion on agenda was taken up.

Sri Rakesh Kumar, SMD, ASRLMS made a presentation on each of the agenda items and also placed an overview on the progress and performance made so far by the ASRLMS at the outset.

Agenda item No. 1.

Sri Rakesh Kumar, SMD, ASRLMS apprised the committee about the progress and performance made by ASRLMS during the last couple of months. These are as follows:

1) Expression of interest on Livelihoods and Skill Development Projects:

Technical and Evaluation Committee constituted for review and examine the expression of interest (Eoi) for livelihoods and skill development projects to be undertaken by ASRLMS scrutinised the Eols as per qualifying criteria mentioned in the terms of reference (ToR) and prepared evaluation score sheet. This has been done after receiving Eols in response to the advertisement published in English and assamese newspapers. The committee decided to send the evaluation score-sheets and Request For Proposal to National Mission Management Unit, New Delhi for examination and vetting before sending the RFPs to the shortlisted agencies.

2) Expression of interest for internal audit of SMMU, DMMU and BMMU units along with SHGs, VOs, Federations:

Evaluation committee made detail scrutiny of the Eols received in response to the advertisement published in newspapers from C&AG empanelled CA firms for internal audit of SMMU, DMMU and BMMU with sample of SHGs, VOs, Federations. Evaluation score sheets were prepared and 4 (four) firms were able to qualify as per eligibility criteria of ToR for internal audit. The committee decided to send the score sheets and Request For Proposal to NMMU for examination and vetting before sending the RFPs to the selected shortlisted firms.

3) Hiring of office premises:

Advertisement for hiring office premises with the following parameters have been published in local English and Assamese news papers. The premises should be within the radius of 4 Kms from Assam Secretariat. Measurement should be 4000 to 5000 sq.ft.

Last date for submission of the offers is on 30-10-2012.

4) Exposure and immersion under SERP, Hyderabad and MoU to be signed with the organisation:

A team of 32 Block level Extension Officers from resource blocks are going for exposure and immersion in Andhra Pradesh under SERP in the month of October' 2012 to facilitate the rolling out of NRLM through resource block strategy. SERP has developed MoU to be signed with ASRLMS, Assam.

5) MoU with SIRD, Assam as Resource Centre:

ASRLMS has signed an MoU with SIRD, Assam on 10th July' 2012 for organising various capacity building training programmes for different stakeholders under NRLM. this has been done after getting approval from the second Governing Body held on 2nd July' 2012 under the Chairmanship of Hon'ble Chief Minister, Assam. Provision for inclusion of SIRD as a Resource Centre is already there in the approved action plan of 2012 – 2013 which has been approved by Government of India with a provision for releasing fund to SIRD.

6) Release of fund for non intensive blocks under NRLM for the year 2012 – 2013:

ASRLMS released the first instalment for fund of Rs. 5295.273 lakhs on 24th July' 2012 to non intensive blocks under NRLM for the year 2012 – 2013. The fund was released after getting approval from the Empowered Committee held on 13th July' 2012. The 2nd Governing Body held on 2nd July' 2012 under the Chairmanship of Hon'ble Chief Minister, Assam approved the constitution of State Level Empowered Committee to sanction the district annual plan under NRLM for non intensive blocks.

7) Training for different stakeholders by SIRD:

The SIRD has already started the process of imparting training to different stakeholders of NRLM. From 6th August' 2012 to 15th September' 2012, the institute imparted training to 128 CRPs and 33 block officials from 9 intensive blocks and one non intensive blocks.

8) Recruitment process of ASRLMS conducted by District Level Selection Committee:

The selection by district level selection committee for contractual engagement of staff as per the responsibility given to them is in process. District level committees have been following the guidelines issued to them for the purpose. By 30th September' 2012 Bongaigaon, Nalbari,

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Barpeta, Karbi Anglong, Lakhimpur, Golaghat, Baska and Sonitpur has completed the recruitment process.

Agenda Item No. 2.

Engagement of contractual staff of ASRLMS.

Written exams followed by personal interviews have been completed by ASRLMS for recruitment of professionals and staff on contractual engagement. Written exams for various positions were held from 13th September' 2012 to 9th September' 2012. Candidates who qualified in the written test were invited for personal interviews. Based on the merit of personal interview, the interview panel has prepared the list of candidates considering the reservation norms of Government of Assam. The entire process has been completed maintaining a proper sequence and transparency as per the provision of human resource manual of ASRLMS and according to the plan approved by the Governing Body of ASRLMS. Sri Rakesh Kumar, SMD explained in detail the sequence of steps taken up to smoothly complete the entire process. The matter was placed before the Executive Committee.

After discussing various matters on recruitment on contractual engagement, Chairman asked the Principal Secretary, P & RD Department to submit the list of shortlisted candidates in confidential file for approval.

Agenda Item No. 3

Release of fund to Society for Elimination of Rural Poverty (SERP), Hyderabad for immersion and various training programmes from 8 Resource Blocks.

The ASRLMS has chalked out a plan for rolling out NRLM in 8 resource blocks with the help of SERP. A draft MoU will be signed in this month for the purpose. A budget amounting to Rs. 4.97 Crores (approx.) has been submitted by SERP for various categories of training programmes and immersion for stakeholders covering different durations. The matter was placed before the committee for giving financial approval to the budget submitted by SERP so that fund can be released whenever such demand is received from SERP.

In response to a query from the Chairman, Sri Rakesh Kumar, SMD explained in detail as to why SERP has been selected for the training programmes and immersion. He informed that Government of India had already selected SERP as one of the Resource Organisations of the country for such training and immersion under NRLM. The proposal was approved by the committee.

Agenda Item No. 4

Release fund to SIRD, Assam for training and capacity building.

An MoU has been signed by ASRLMS with SIRD, Assam on 10th July' 2012 for training and capacity building of different stakeholders under NRLM. The MoU has been signed after receiving approval from the 2nd Governing Body held on 7th July' 2012 under the Chairmanship of Hon'ble Chief Minister, Assam. ASRLMS has taken SIRD, Assam as one of the major stakeholders for capacity building and training as per instruction given by Jt. Secretary, NRLM, Government of India. The annual plan 2012 – 2013 has kept provision for capacity building of different stakeholders under NRLM. The SIRD has already started the process of imparting training to different stakeholders to cater to the needs of ASRLMS. The institute has already submitted a budget of Rs. 86.80 lakhs to ASRLMS for organising training programmes for covering stakeholders. The matter was placed before the Executive Committee.

The Executive Committee after discussing various aspects relating to the capacity building recommended that fund to SIRD from ASRLMS should be released in phases depending on the progress of the training courses out of the budget of Rs. 86.60 lakhs submitted by SIRD to ASRLMS and fund should not be released on lumpsum basis.

The Executive Committee approved the proposal.

Agenda Item No. 5

Release of fund to the districts for recruitment of staff.

The ASRLMS has given responsibility to 27 districts to conduct examination / interviews for recruitment of the following position for district and block level offices of ASRLMS by district level selection committee as per the guidelines issued to them.

- a. Accounts Officer – DMMU.
- b. Junior Assistant – DMMU.
- c. MIS Executive – DMMU & BMMU.
- d. Block Accountant – BMMU.
- e. Grade IV – DMMU & BMMU.

As per the guidelines ASRLMS will bear the contingency cost for recruitment process at district level for advertisement and other miscellaneous expenditure. The amount to be provided per district will be Rs. 40,000.00 for the purpose. State Mission Director explained that out of this fund cost of advertisement, contingency expenses can be paid and if required more fund, districts can send proposal for release. The matter was placed before the Executive Committee. The committee approved the proposal.

Agenda Item No. 6.**Release of fund to district and blocks for payment of remuneration to the contractual staff.**

As per the approved annual plan 2012 – 2013, ASRLMS is required to release fund to 8 DMMUs and 44 BMMUs for payment of remuneration of contractual staff engaged by ASRLMS and for setting up offices in 8 districts and 44 blocks. The fund will be released to DRDAs for payment of remuneration after contractual staff is engaged. The matter was placed before the committee. The Executive committee approved the proposal.

Agenda Item No. 7**Approval for extension of the contractual engagement of the professionals and other staff already engaged under NRLM-State Cell.**

Sri Rakesh Kumar, SMD informed the committee that the first meeting of the Governing Body held on 17th March' 2012 had approved the decision of extension of contractual engagement of professionals and other staff already engaged under NRLM State Cell for another one year till 30.03.2013. As per terms of agreement the contractual agreement for the contractual staff of the NRLM State Cell was extended till 30.09.2012. Therefore, to run the office of ASRLMS the already engaged contractual staff should be allowed to continue till 31.03.2013. The matter was placed before the Executive Committee for giving approval to the extension of the contractual staff for another 6 (six) month till 31.03.2013 or till joining of the newly selected candidates whichever is earlier.

The Executive Committee has given approval for giving extension to the following contractual staff for another 6 months till 31.03.2013 or till joining of the newly selected candidates whichever is earlier.

1. Sri Madhurjya Das – Finance Officer,
2. Ms. Narindra Pal Kour – Community Mobiliser.
3. Ms. Hinga Doley, Accounts Assistant.
4. Sri Nabarun Das, Community Mobiliser.
5. Sri Rupam Bora, Data Entry Operator.

Agenda Item No. 8.

1) Engagement of Ex Banker on contractual basis for monitoring and financial inclusion.

The matter relating to the need for the engagement of Ex Banker was discussed by the members. Chairman opined that engagement should be for duration of one year instead of 6 months. The Executive Committee approved the proposal for engagement of an Ex. Banker for a period of one year with a fixed remuneration of Rs. 40,000.00 per month.

2) Reimbursement of fund for training under RSETI.

The committee discussed in detail about the progress of RSETIs in the state and constraints faced in setting up RSETIs by the banks in certain districts for non availability of land. After discussion the committee took the following two decisions relating to the reimbursement of fund for organising training in RSETIs.

- a. ASRLMS will reimburse the fund for the years 2011 – 2012 and 2012 – 2013 to the RSETIs as per norms.
- b. So far as reimbursement relating to 2010 – 2011 is concerned, DRDAs will submit the proposal along with justification for non-reimbursement of RSETI training fund.

The meeting ended with vote of thanks.

(Sri Naba Kr Das, IAS)
Chief Secretary, Assam

Memo No: ASRLMS-102/2012/69(A)

Dated: 11/10/2012.

Copy to:

- 1) The Principal Secretary to the Govt of Assam
P&RD Deptt, Dispur, Guwahati.
- 2) The Commissioner, P&RD
Juripar, Panjabari, Guwahati-37.
- 3) The Commissioner & Secretary to the Govt of Assam.
Agriculture Deptt, Dispur, Guwahati.
- 4) The Commissioner & Secretary to the Govt of Assam.
Animal Husbandary Deptt, Dispur, Guwahati.
- 5) The Commissioner & Secretary to the Govt of Assam.
Labour & Employment Deptt, Dispur, Guwahati.

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- 6) The Commissioner & Secretary to the Hon'ble Chief Minister (II), Assam.
- 7) The Commissioner & Secretary to the Govt of Assam.
Social Welfare Deptt, Dispur, Guwahati.
- 8) The Commissioner & Secretary to the Govt of Assam.
Health and Family Welfare Deptt, Dispur, Guwahati.
- 9) The Commissioner & Secretary to the Govt of Assam.
Education Deptt, Dispur, Guwahati.
- 10) The Regional Director.
Reserve Bank of India.
Panbazar, Guwahati.
- 11) The Chief General Manager.
NABARD, Dispur, Guwahati.
- 12) The Chief General Manager.
State Bank of India & Convenor SLBC, Dispur.

By Order

Sri Rakesh Kumar, IAS
State Mission Director.
ASRLMS.

Members Present:

- 1) The Chief Secretary, Govt of Assam.
- 2) The Principal Secretary to the Govt of Assam
P&RD Deptt, Dispur, Guwahati.
- 3) The Commissioner, P&RD
Juripar, Panjabari, Guwahati-37.
- 4) The Commissioner & Secretary to the Govt of Assam.
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- 5) The Commissioner & Secretary to the Govt of Assam.
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- 6) The Commissioner & Secretary to the Govt of Assam.
Labour & Employment Deptt, Dispur, Guwahati.
- 7) The Commissioner & Secretary to the Govt of Assam.
Social Welfare Deptt, Dispur, Guwahati.
- 8) The Commissioner & Secretary to the Govt of Assam.
Health and Family Welfare Deptt, Dispur, Guwahati.
- 9) The Commissioner & Secretary to the Govt of Assam.
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