



**OPELIP**

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME  
ST & SC Development Department  
Govt. of Odisha



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From

**Shri P. Arthanari, IFS  
Programme Director, OPELIP**

To

**The Special Officers of MPAs  
The Chief Functionaries of FNGOs**

Sub: Guidelines for conducting GPLF level Training to SHG Book-keepers  
(Account Code-I.38)

Madam/Sir,

With reference to the subject cited above, I am to inform that OPELIP has developed Guidelines for conducting GPLF level Training to SHG Book-keepers across MPAs. All are instructed to follow given guidelines (Annexure-1) for conducting training programme at MPAs.

Yours faithfully

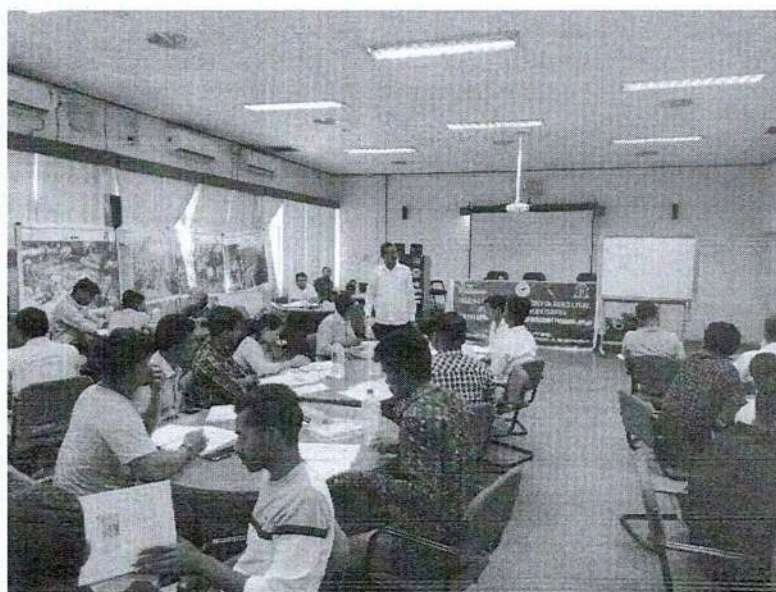
  
Programme Director

Memo no. 1673 date. 08/05/2023

Copy to PMs & TLs of FNGOs for information and necessary action.

  
Programme Director

# Operational Guidelines For GPLF level Training to SHG Book-keepers (I.38)



## Odisha PVTG Empowerment and Livelihoods Improvement Programme - OPELIP -

**- PROGRAMME MANAGEMENT UNIT-**

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# Operational Guidelines For GPLF level Training to SHG Book-keepers (Account Code-I.38)

## Important information

Sl No	Date of meeting	Months of meeting	Participants	Responsibility
1	16 <sup>th</sup> to 25 <sup>th</sup> of the month	May & July 2023	CRPs of OPELIP & MBK of OLM	CINO, LRFO & SM

### A. Overview:

The overall goal of “Odisha PVTGs Empowerment and Livelihoods Improvement Programme (OPELIP)” is to achieve enhanced living conditions and reduced poverty of the target group households. This is sought to be achieved through realizing the development objective of enabling improved livelihoods and food and nutrition security for PVTG households. The emphasis has given on building capacities and capabilities of implementers and stakeholders to effective implementation of project components, building institutions and nurturing them to take charge of themselves and majorly focusing on improving the livelihood of households across MPAs. It is necessary to enhance capacity of the CRPs and MBKs for strengthening community institutions for long run.

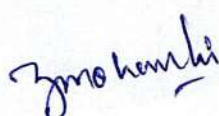
As CRPs and MBKs play important role for conducting SHG meetings and take up various livelihood interventions, it is necessary to conduct training programme for enhancement of their knowledge and skills. Moreover, it will facilitate sustainable livelihood opportunity and empower PVTG communities.

### B. Objectives

The purpose of conducting GPLF level training to SHG Book-keepers is to enhance the capability of the CRPs of OPELIP and MBKs of OLM for 1 day at MPA level so that they can learn various concept of fund management, books of records keeping, linkage building etc. and manage the groups for effective management of implementation of livelihood interventions and empower members under OPELIP so that the groups will function effectively.

### C. Participants of the training programme

There are CRPs as well as MBKs of OLM are looking after the functioning of SHG meeting at PVTG areas. Hence, both need to be trained as per the need of the programme and smooth functioning of the SHGs. All CRPs of OPELIP and MBK of OLM will attend the training at MPA level.





#### D. Agenda of the training

The following agenda will be covered and any requirement can be added to it as per the context.

1. **Maintenance of Books of records at SHG and GPLF level:**

Books of records are mirror of the institutions. CRM of OPELIP & MBK must be aware about the records maintained at SHG, CLF and GPLF level. The hard binding books given to SHG must be facilitated by the resource person how it has to be maintained. Savings, loan disbursed and repayment and other financial transaction must be recorded cleanly. Minutes of the SHG meeting must be written with all signature. End of the meeting, minutes must be read out for easy understanding. Cash book, Individual pass book must be maintained.

At GPLF point other than CIF, PEF funds are placed. Hence MBK must know its importance and do the record update for every transaction.

2. **E-Samrudhi update:**

The SHG data recorded in the hard copies must be entered in the E-sambrudhi developed by the OPELIP. This will give an fare idea about the functionality of SHG and its federation. E-samburdhi gives an glimpses of report and abstract report for management of the SHG at higher level. All should feel its importance and submit the report accordingly, so that MIS personnel at MPA office can do the data entry. PEF data must be entered along with other transaction.

3. **OLM-MIS software updates**

Along with OLM MIS, OPELIP has developed a system in OLM platform for tracking PEF and other funds management. MBK and CRP are aware of the facts. They need to provide relevant data and do the data entry. Practical demonstration can be done at training venue by the resource person or MPA/OLM team present over there. It is very important that data should be entered online so that it will be easy for monitoring the SHG and see the performance too.

4. **Financial Management including PEF fund**

Financial Management is very important for sustainability of peoples institutions and individual too. This includes financial planning, which means how much income and expenditure is made by individual households per month or day etc. need to see what are the sources of income and expenditure. The person need to understand it very clearly so that it helps individual to save more by cutting unnecessary expenditure for future purposes.

Same as SHG too, SHG must have plan of income and expenditure. If income cannot be increased drastically but expenditure can be curtailed applicable to GPLF too. People should know first savings then expenditure.

Funds collected at SHG & GPLF level must be rotated maximum. More times the funds rotate more interest income will be earned.

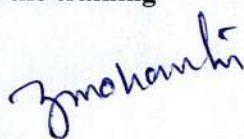
CRP and MBK must take necessary action for savings regularly and ensuring repayments. Savings will provide each individual a sense of ownership and repayment will encourage members that they can do business out of loan money.

They should understand PEF funds are placed with GPLF and meant for PVTG SHG and members first. The rate of interest is very low i.e. 2% with reducing balance. All PVTG SHG must take loan from PEF for taking up activities. Due diligence be followed for repayment of PEF.

5. **SHG Bank linkages and documentation**

SHG Bank Linkage (SBL) is must be facilitated by the MBK & CRP. All the eligible SHG must be linked with bank.

#### E. Venue and time of the training





The venue of the training programme will be at MPA conference hall. There will be two times training of one day each for the participants i.e. one in 1<sup>st</sup> quarter (May) and another in 2<sup>nd</sup> quarter (July) of the financial year 2023-24.

#### F. Cost of training

Cost of the one-day training programme is decided as per the particular programme component and AWP& B approved budget for the training programme. As per the budget per participants Rs. 150.00/day. The training will be managed by the MPA with the facilitation of FNGO at MPA level. The total budget break is as follows;

#### Budget details:

The total budget for the training is Rs.150.00/per day/ per participants. The maximum participants can be 40 per batch. Accordingly, all can work out and conduct the training. The following items must be adhered to.

SI No	Particulars of activities	Units	Unit Cost	Amount in Rs
1	Snacks / Food/Tiffin (40) participants for 1 days	LS	3900	3900
2	Poster / banner (3ftx2ft)	1	100	100
3	Resources materials (10 flex 3ftx2ft)	10	100	1000
3	2 Resource Person Fee Rs. 500 @ per day	2	500	1000
<b>Total cost @ for 1 day programme</b>				<b>6000</b>

#### G. Documentation

It is the responsibility of the MPAs and FNGOs to maintain about the details of the participants and meet out the expenditures based on the financial guidelines issued by OPELIP. MPAs need to keep the track records of the following details to follow up for further implementation of activities.

1. Participants register
2. At least three Photographs
3. Details of resource persons
4. Bills and vouchers as per the norms of OPELIP
5. Materials details used in training programme

#### H. Roles and responsibilities of FNGOs

1. Facilitate the process of attending training for both CRPs of OPELIP and MBKs of GPLFs.
2. Mobilize the participants for the training programme
3. Arrange logistics for the successful completion of the programme.

**I. Roles and Responsibilities of MPAs**

1. Arrange resource persons for the programme.
2. Facilitate the process of completion of the programme
3. Arrange resource person from OLM preferably
4. Release of timely fund the programme
5. Verification of documents and update in E-Samrudhi

*Signature*

*Signature*