

Kudumbashree
Minutes of Plan Review meeting held on 14-03-2000.

The monthly plan review meeting of Kudumbashree in the last month of the financial year 99-2000 was started at 10.30 a.m. in the Conference Hall of State Municipal House under the Chairmanship of the Executive Director. All Regional Directors, Director (A&F), Programme Officers, Administrative Officer, Accounts Officer and all District Mission Co-ordinators, Assistant District Mission Co-ordinators except Shri. Kabir B. Haroon, District Mission Co-ordinator, Ernakulam were present. As in the case of previous meetings, Project Officers of Millions Club were also present. Attendance list is given as Annexure-1.

In the introductory speech, the Executive Director extended a warm welcome to the new members of Kudumbashree Team namely Shri.A.K. Damodaran, Assistant District Mission Co-ordinator, Kasargod, Shri.M.D. Thilakan, Assistant District Mission Co-ordinator, Thrissur and Smt.P.R. Sreeganga, Office Secretarial Staff, Head Office. He also informed the participants that Dr. Latha Bhaskar, Programme Officer (SR) left the organisation for taking up better employment in KRWSA and Smt. Jalaja Kumari, was returning to her parent organisation, Stationery Department. Shri.V. Santhappan Nair, Shri.K.V. Chacko and Shri. Appukkuttan, the District Mission Co-ordinators of Thiruvananthapuram, Idukki and Wayand respectively were entrusted with the task of chairing the meeting in three sessions. All the District Mission Co-ordinators and Project Officers were once again reminded of reaching at the milestones fixed for implementing SJSRY/NSDP for the year 98-99 and 99-2000 within the stipulated time.

2. DISTRICT PRESENTATION

As decided earlier Shri. Joseph Abraham, District Mission Co-ordinator, Kottayam started his presentation of the activities of the Kottayam district. At the outset Shri. Joseph Abraham pointed out that out of the four Municipalities in his jurisdiction, Vaikom and Kottayam are the worst performers. So he highlighted the work initiated by him to recover them and put them in the right track. Throughout his presentation he emphatically said that the team efforts made by him could not succeed due to the non-co-operation of UPA functionaries of Vaikom and Kottayam.

He stated that Changanacherry and Pala could be put on wheels after his strenuous efforts. The performance of the municipalities under his jurisdiction in the implementation of SJSRY and NSDP were presented with the help of OHP. Other than SJSRY and NSDP very little work was emerged as contribution of District Mission Office. Concluding his deliberation, the District Mission Co-ordinator remarked that nothing else could be done by him at this juncture and he was presenting the matter in “as is where is condition”. The major points highlighted during the presentation (by District Mission Co-ordinator, Kottayam) is appended as Annexure-II.

3. MINUTES OF THE LAST MEETING

- ACTION TAKEN:

A general review of the action taken reports furnished by the District Mission Co-ordinators on the basis of the decisions taken in the last meeting was presented by the Director (A&F). It was pointed out that as usual the action taken reports submitted by most of the District Mission Co-ordinators were incomplete though the manner of reporting had improved considerably particularly in the case of Eranakulam and Wayanad districts. The Action Taken Reports from District

Mission Co-ordinators of Malappuram, Kannur and Kasargode were received only on 14-3-2000 ie on the date of review meeting. Best reporting was done by District Mission Co-ordinator, Kollam relating to Kollam and Pathanamthitta. After hearing the general defects pointed out by the Director (A&F), the Executive Director remarked that furnishing incomplete report and late reporting do not serve the purpose for which the Action Taken Report intended. Anyhow, all District Mission Co-ordinators should see that whatever be their problems in implementing the programmes, are reported to the Head Office through any media available so that the Executive Director could personally interfere and try to sort out the issues.

Action: All District Mission Co-ordinators - Time Limit 5-4-2000.

4. SJSRY 1998-99 & 1999-2000 - DWCUA & USEP - Progress of Implementation and Review

Dr. Leelakumari, Project Officer (Urban) presented the Region-wise progress of the SJSRY. She stated that on scrutiny of the MIS, the same mistakes pointed out in the previous months were seen to have repeated for eg: disparity in the figures of expenditure reported by the Project Officers and District Mission Co-ordinators. It was also stated that as usual the MIS were not received in time. She requested the District Mission Co-ordinators to ensure that in future MIS were sent sufficiently early so that mistakes if any could be got identified and rectified in time.

The Executive Director insisted that since the Secretary to Govt., LSGD (Urban) was reviewing the progress of SJSRY programmes on 10th of every month, the monthly progress reports of each month should reach the Head Office before the 10th of the succeeding month without fail.

Progress of implementation of DWCUA/USEP programmes under SJSRY was evaluated and presented with the help of transparencies and the Programme Officer stressed the need for giving more attention to fulfill the targets fixed. The progress of implementation of the schemes/expenditure upto 29-2-2000, the comparative progress etc as detailed in the meeting are given as Annexure-III.

During the course of the discussion, the reason for the slow progress of implementation especially of USEP in a few Districts were attributed to the inordinate delay on the part of banks in sanctioning the loans. Then the Executive Director remarked that in the last review meeting all officers were requested to report to the Head Office the details of banks if any showing negative attitude in sanctioning of loans but no such cases have been reported so far. The weekly statement sought for in respect of SJSRY- Banking assistance have also not been received from most of the District Mission Co-ordinators. All District Mission Co-ordinators were directed that loans on all sanctioned USEP cases should be disbursed within one week and progress be evaluated and intimated to the Head Office. The application pending with banks for over 3 months may be expedited and if there is any difficulty the position may be intimated to Head Office for interference. Daily monitoring is necessary regarding the loans passed and disbursed.

Regarding the doubts raised on the opening balance of SJSRY for 97-98, the Executive Director clarified that the unspent balances of old UPA programmes such as UBSP, PMIUPEP and NRY as on 30-11-97 was taken as opening balance of SJSRY for 97-98 as on 1-12-1997.

Action: All District Mission Co-ordinators - Time Limit 31-3-2000

5. STARTING OF DWCUA IT UNITS

Regarding DWCUA IT Units, the Executive Director stressed the following points:

DWCUA in IT

- (1) **17-2-2000**: One year support/works worth Rs 10 lakhs whichever earlier to **those who start before 31-3-2000**
14-3-2000: The above support will be given to **only those who start functioning before 31-3-2000.**

(2) Computer Purchases for DWCUA Units:

- DMCs to give advice, support & guidance only
- Do not insist for any brand or make
- Technical advice either from NICS of concerned districts;
- If any doubts please consult them and the Computer Programmer at Head Office of State Poverty Eradication Mission.

- At least Five Computers should be purchased for one unit and only one of them need be with Colour Monitor.

Details of a few Municipalities grouped under Four groups on the basis of various stages in the starting of DWCUA IT units are given as Annexure-IV.

The Executive Director, stated that trained trainees can be given skill upgradation training by engaging qualified hands on payment of Rs 3,000 per month. The candidates engaged for imparting training should be women having MCA/ Post Graduation + PGDCA or Graduation & PGDCA. A one day Workshop on all DWCUA units in IT started on or before 31-3-2000 would be held at Tagore Theatre, Thiruvananthapuram during April, 2000 so as to have wide publicity on the functioning of the units and to enable interaction with others on various fields. March edition of Kudumbashree News Letter is decided to be issued as DWCUA IT special. The Executive Director sought for the whole hearted co-operation of all functionaries by submitting self contained and clear reports on DWCUA IT Units started in each District to reach the Head Office by 2nd April. He also stated that in response to his suggestion in the last review meeting to find a common name for DWCUA IT units, only Eight nominations

were received as follows: and suggestions from others are still pending for reasons unknown.

- | | | |
|-------------------------------------|---|------------------|
| 1. Technoshree | - | Four Nominations |
| 2. Technoworld Digital Technologies | - | Two “ |
| 3. Technoworld Integral Solution | - | One “ |
| 4. Cybershree | - | One “ |

The defaulters should submit their nomination forthwith.

Action: All Regional Directors /District Mission Co-ordinators - Time Limit 2-4-2000.

6. UWEP LINKAGE WITH DECENTRALISED PLANNING:

Shri. Ramanunny, Programme Officer (CR) while reviewing the progress of UWEP informed that the data generated from MIS and District Mission Co-ordinators' report are not clear and hence misleading. He requested the District Mission Co-ordinators to make available the following details before the next plan review meeting:

1. Major works (nature with allocation) taken under UWEP and linkage with People's Plan Campaign.
2. Position of work including problems of implementation if any noted
3. The non-co-operation of Engineering Department, if it is willful, should be brought to the notice of Executive Director for follow up with Director of Municipal Administration.

Action: All District Mission Co-ordinators - Time Limit 18-4-2000.

6. THRIFT AND CREDIT

Dr.K.Krishna Kumar, Programme Officer (NR) presented the status of Thrift & Credit as on 29-2-2000.

During February Five more Municipalities namely North Paravur, Vadakara, Muvattupuzha, Kalamassery & Thrissur achieved the target of mobilising Rs 10 lakhs as thrift collection and joined the Millions Club raising the membership of the Millions Club from 12 to 17. 17 other Municipalities have Thrift collection between 7.5 lakhs and 10 lakhs of which Mavelikkara, Kannur, Chengannur & Cherthala have mobilised Rs 9 lakhs and above. 11 Municipalities have thrift between Rs 5 lakhs & Rs 7.5 lakhs. One Municipality viz. Chittoor is the “poorest of the poor” with only Rs 35,000/= as thrift collection.

The Executive Director requested all the District Mission Co-ordinators to strive hard to raise the position of Municipalities in respect of thrift collection from the present level to the next higher level. Special attention of District Mission Co-ordinator, Alappuzha was sought for to raise the thrift collection of Mavelikkara, Changannur and Cherthala Municipalities. District Mission Co-ordinator in charge of Kannur should take special efforts to bring Kannur Municipality in the Millions Club.

Six Municipalities have not yet opened their account in giving thrift loans. Out of the 58 Municipalities disbursement of thrift loan is below 50% in 43 Municipalities. The District Mission Co-ordinators should see that the fund collected from poor people as thrift is utilised for their urgent needs, by taking loans. They may be made aware of this facility and encouraged for taking loans from thrift collection.

It was noted that from the 29 Tribal NHGs in Wayanad District an amount of Rs 2,05,620/- was collected as thrift while from Eight Tribal NHGs in Thrissur an amount of Rs 38,120/- was collected. Details regarding thrift & credit are given as Annexure V.

Action: All District Mission Co-ordinators.

7. NSDP - STAGES OF IMPLEMENTATION

Dr.K.Krishnakumar, presented a brief report on the implementation of NSDP in various Municipalities. Performance of NSDP had not been reported from Varkala Municipality. In Southern Region, Pathanamthitta and Alappuzha Municipalities showed poor performance. In Central Region, Vaikom, Aluva and Kunnankulam Municipalities recorded 0% expenditure while Pala and Irinjalakuda showed poor performances. In Northern Region, Malappuram, Kalpetta and Thaliparamba Municipalities are very poor in the implementation of NSDP. These Municipalities require more attention and thrift collection should be boosted up.

Regarding One Lakh Housing, region-wise details of houses constructed are given in Annexure VI. The format prescribed may be filled up and forwarded to Head Office on or before 8th April, 2000.

Action: All DMCs - Time Limit 8-4-2000.

8. TRIBAL PROGRAMMES:

Programme Officer (CR) presented a chart showing the progress of Tribal intervention in various districts, which is appended as Annexure-VII. He further informed that a convenient date could be fixed by District Mission Co-ordinator, Palakkad to conduct training programme to selected tribal volunteers of Parambikulam area. District Mission Co-ordinator, Wayanad was requested to complete the IInd phase of Training in April itself and District Mission Co-ordinator, Kasargod before 10th of May 2000.

For channelising the assistance of Tribal Department all District Mission Co-ordinators were requested to present a comprehensive report showing the various activities undertaken and its impacts. The major lacuna in implementation may also be reported so that the matter can be brought to the notice of the Government and Governmental interference sought for.

Action: All DMCs.

9. INAUGURATION OF DWCUA UNITS

As announced in the introductory speech the following Six DWCUA units under Trivandrum CDS were inaugurated:

Sl. No.	Name of the Scheme	Name & Address of the Unit
1.	DWCUA IT Unit -	Techno Infos, Jagathy, Thiruvananthapuram
2.	DWCUA IT Unit -	Techno Global, Vattiyoorkavu, Thiruvananthapuram
3.	DWCUA Unit -	Canteen and Catering Service of Government College, Attingal.
4. 5. 6.	DWCUA Units – Marketing of Branded items of Supplyco SABARI -Tea	“Vinayaka” members of Attukal Ambalathara and Kuriyathy ADS.
		“Harishree” Members of Jagathy, Nedumcadu ADS
		“Thripathi” Members of Vattiyoorkavu, Thrikkannapuram, Nanthancode, Kowdiar ADS.

Shri.Vijayan Nair, Manager, IOB, Gandhi Nagar Branch handed over the authorisation letter sanctioning the loan to the Group leader of Techno Infos and Shri. Chacko Senior Manager, Canara Bank, Thiruvananthapuram gave the loan sanctioning letter to the Group Leader of Techno Global. The consent letter from Bank of India Attingal was handed over to the group leader of Canteen & Catering service of Government College, Attingal. The loan sanctioning letter to the other three units viz. Vinayaka, Harishree and Thipti were handed over to the group leaders Smt. Vijayam, Smt. Mallika and Smt. Nirmala respectively. The Executive

Director issued the identity cards to the members of “Vinayaka” “Harishree” and “Thripathi” to the respective group leaders. Shri. Nandakumar, Regional Director (SR) delivered vote of thanks to the Bank Managers and others present and expressed best wishes to the units, on behalf of Kudumbashree.

10. SJSRY ACTION PLAN 2000-2001:

Dr. Leelakumari, P.O.(Urban) requested all District Mission Co-ordinators to process and forward the SJSRY Action Plan for 2000-2001 at the earliest. She also insisted that the proposals should be based on the actual requirement for the programme intended to be implemented. Shri.M. Nandakumar Director (SR), discussed in detail citing examples, the necessity for convergence of schemes of Kudumbashree with that of the Decentralised Planning. The District Mission Co-ordinator, Kollam presented the synopsis of a model action plan. Points highlighted by the Regional Director (SR) on the question of integration of the Kudumbashree programmes with that of Decentralised Planning (People’s Plan Campaign) can be seen at Annexure-VIII. The Executive Director reminded that though time limit was fixed as 31-3-2000 for submitting action plan for 2000-2001, no proposals had been received till date. Hence the District Mission Co-ordinators were once again requested to furnish the action plans within the time limit.

The Executive Director also suggested that special intervention was needed in the Municipalities where there were problems for finalisation of Action Plans. The Regional Directors and District Mission Co-ordinators should take special care to identify such Municipalities and to report the problems there for intervention by Head Office/Government.

***Action: All Regional Directors / District Mission Co-ordinators Time Limit
31-3-2000***

11. TRAINING NEED ASSESSMENT:

Shri. Abdul Karim, Director (NR) gave a brief description of the workshop held on 27th and 28th February 2000 at Kasargod. He said that the workshop was very effective in making the participants aware of the various programmes implemented by Kudumbashree. All the Regional Directors suggested that the women's Councillors Training held at the three regions were also very effective and helped a lot to seek their active co-operation in all the women empowerment activities. The first phase of training for 2000-2001 for Micro Entrepreneurs scheduled on 10-12 April in Northern Region was announced. It was also decided that the next vision sharing workshop/training for the new entrants of Kudumbashree might be conducted from 15-17th April, 2000 at ICM, Poojappura.

12. NEWS LETTER:

In order to avoid delay in the release of News Letter two Programme Officers - Programme Officer (NR) and Programme Officer (CR) - were nominated as editors to simultaneously complete the work of news letters for the months of February 2000 and March 2000 respectively. As part of presentation, Programme Officer (CR) detailed the chapterisation proposed for the March issue (DWCUA IT special). All District Mission Co-ordinators and Assistant District Mission Co-ordinators were requested to contribute their articles before 25-3-2000 so that the March issue of the News Letter could be released by 10-4-2000. The extract of presentation is appended as Annexure-IX.

Action: All District Mission Co-ordinators

13. MANAGERIAL TRAINING TO DWCUA & USEP UNITS

The issue of continued support to new entrepreneurs is introduced by P.O.(CR). Continued support of Kudumbashree is a must for the sustainable growth of Micro Enterprises in the State. Some sort of hand holding, escort services etc are to be provided to the new generation of Micro Entrepreneurs. As a first step in this move, a three day Training to the DWCUA Entrepreneurs proposed to be held at Malappuram from 10-4-2000 was announced. All District Mission Co-ordinators in the Northern Region were requested to submit a list showing the name of entrepreneurs along with activities so that a minimum number (not less than four) to meet the threshold could be trained. The detailed Training Programme including faculty would be arranged from Head Office whereas Training arrangements including ensuring of participation of trainees should be done by Director (NR) and District Mission Co-ordinators (NR).

Action: DMCs of Malappuram, Kozhikkode, Wayanad, Kannur & Kasargode - Time Limit on before 2-4-2000.

14. FINANCIAL MATTERS & ANNUAL REPORT

- (i) The Director (A&F) suggested that a full text of the activities implemented in the districts during the last year ie from 1-4-99 to 31-3-2000 may be prepared and forwarded at the earliest for incorporation in the Annual Report proposed to be published by the middle of April. The last date for receipt of the report from District Mission Co-ordinators was fixed 5-4-2000
- (ii) The Income and Expenditure Statement (cumulative) should also be furnished before that date. It was also directed that the total fund requirement for the next year (2000-2001) must be forwarded to the Head Office at the earliest for disbursement before 31-3-2000. In future, piecemeal fund requirement would not be entertained on any account, she added.

Action: All District Mission Co-ordinators -

Time Limit (i) 5-4-2000; (ii) 28-3-2000.

GENERAL MATTERS, PENDING ISSUES

The Director (A&F) suggested the following points to be noted by all Regional Directors and District Mission Co-ordinators for compliance:

1. Action to be taken by District Mission Co-ordinators for taking delivery of the Armada Vans arrived at Mahindra & Mahindra, Ernakulam.
2. Proposals for extension of Deputation of officers to be submitted one month before the expiry of the present term.
3. Reporting for duty by officials to be intimated to Head Office then and there.
4. Receipt of 2% UPA fund to be ensured and intimated urgently as instructed vide Government Circular No 51462/B2/2000/LSGD dated 18-2-2000.
5. Proposals for Telephone connection to be taken up in the prescribed proforma. (incase OYT connection is needed)
6. Confidential Records will be initiated from Head Office for those Officers who have not submitted their Self Appraisal before 25-3-2000.

The Executive Director put forth the following points also for strict compliance:

1. ***Monthly Work Diaries:-*** *The work diaries of each month should be submitted to the Regional Directors by District Mission Co-ordinators and to the Executive Director by the Regional Directors and Programme Officers before the 5th of the succeeding month itself. Any delay in the submission of work/Tour Diaries over three months will be treated as a lapse and viewed seriously. He cited a case where work diaries from October, 99 was submitted by an Officer to the immediate superior officer in March 2000 and instructed that such action should not be repeated in future.*
2. ***SJSRY Bank Loans:-*** *Bank loans to be got sanctioned in as many cases as possible before 31-3-2000, even if the disbursement is delayed a little bit*
3. ***Urban BPL Survey:-*** *District Mission Co-ordinators/ Assistant District Mission Co-ordinators have been entrusted with a major responsibility in connection with the proposed BPL survey in Urban areas vide G.O.(Rt) No. 782/2000/LSGD dated 22-2-2000.. They should co-operate wholeheartedly and discharge the special duties earnestly.*

4. ***UPA Funds:- Action regarding realisation of UPA fund earmarked for 97-98 & 98-99 vide circular No 51462/B2/2000/LSGD dated 18-2-2000 should be monitored by District Mission Co-ordinators.***

5. ***Enquiries entrusted to Regional Directors/District Mission Co-ordinators and selection of model town to be done soon and reports called for furnished without any further delay. Details of letters sent in this regard are given below:***

1. Enquiry about untoward incidents in CDS meeting (letter No.KS/1641/99 dated 16-11-99) - Director (CR).
2. Anomalies in Muvattupuzha CDS thrift account (letter No. KS/2280/99 dated 27-12-99) - District Mission Co-ordinator, Ernakulam.
3. Selection of model town (letter No.KS/1727/99 dated 1-1-2000) - all Regional Directors.

6. ***Preparation of Course Materials for Training to be imparted to Panchayat functionaries to be frunished soon - Regional Directors and Programme Officers***

7. ***In response to the doubts raised by certain Project Officers regarding the repayment system in respect of OLH scheme under NSDP it was clarified that a Repayment Information System in this regard will be formulated and discussed in the next meeting. For this specific suggestions should be sent to the Head Office on or before 10-4-2000.***

(Action: P.O.(UPA)/All DMCs - Time Limit 10-4-2000)

8. ***Exposure/study Visits:-***

(i) ***There is a proposal from UNICEF for a study visit to Bangladesh Grameen Bank for ten officials of Kudumbashree. The criteria for selection of delegates for the above study visit will be the best performers in the implementation of DWCUA/USEP Programmes under SJSRY as on 29-2-2000.***

(ii) ***Similarly, there is another proposal to conduct study visits to Myrada and Sewa (Gujarat) Pradan (Madurai), RCUES (Hyderabad) and Koduppulekshmi (Andra Pradesh). The criteria for selection of delegates for this visit is the second level performers in the implementation of DWCUA/USEP Programmes.***

Action: P.O. (UPA) -Time Limit 15-4-2000.

16. MICRO ENTERPRISES UNDER SJSRY:

The Programme Officer (CR) informed that the back lash of SUME and SHASU were creating hurdles in implementation of SJSRY & NSDP. In the absence of meaningful co-operation from the Banks the implementation of SJSRY would be a failure. Because of the concerted efforts of Head Office especially Executive Director a stage was set for take off, but this did not provide life long guarantee, he added. Hence all District Mission Co-ordinators were requested to suggest a suitable monitoring mechanism by which 100% repayment could be ensured. The Programme Officer (CR) further informed that the possibility of utilising the services of honorary Community Organisers could be worked out and they would be solely responsible for liaising with Banks and NHGs. The model tried out in Kollam for entrusting the repayment to CDS and mobilising the repayment through NHG thrift collection could be taken as a good model. The Executive Director committed that a RIS (Repayment Information System) would be worked out at Head Office level with proper nodal linkages at District and Project Officer levels. This linkage should be extended to each and every beneficiary like the nerves in the human body.

Action: P.O. (UPA)/ Time Limit 28-4-2000

17. NEXT PLAN REVIEW MEETING:

Next Plan Review meeting was scheduled for 18th April, 2000.

The meeting came to an end at 5.00 p.m.

***Executive Director
Kudumbashree***