

# KUDUMBASHREE

## Minutes Of The Plan Review Meeting Held On 08-02-2001

Monthly Plan Review Meeting of Kudumbashree started at 10.45 A.M. on 8-2-2001 at the Conference Hall of State Municipal House, Vazhuthacaud, Thiruvananthapuram. The meeting was chaired by Shri.T.K.Jose IAS, Executive Director, Kudumbashree. Other Kudumbashree officials present were Director (A&F), Regional Directors, Programme Officers, District Mission Co-ordinators, Assistant District Mission Co-ordinators, Accounts Officer, Administrative Officer and Office Secretarial Staffs. The list of participants is given in Annexure I. Shri.K.V.Chacko, Senior Manager, Canara Bank, Puthenchanthai, attended the meeting as special invitee.

Initiating the discussion, the Executive Director welcomed the newly joined officials of Kudumbashree, the Director (A&F), the Administrative Officer, the District Mission Co-ordinator, Kozhikode, and introduced them to the Kudumbashree team. In the opening remarks Executive Director has pointed out that since the PRM at Ernakulam, there was a gap of two months and so we got ample time to improve the SJSRY activities. The target achieved subsequent to phasing of the project implementation has been reviewed. In certain areas there are improvement and in other areas no noticeable achievement. Huge number of applications are pending with Banks. This has to be cleared urgently. In USEP more applications are seen pending in Banks than what is targeted. But in the case of DWCUA, things are just reverse; 451 groups are yet to be formed for achieving the target and only 161 applications pending in banks. To complete the target, we have to have 290 more groups to be formed. The Executive Director has pointed out that we are at the end of this financial year, only 51 days are left before us and considering it as 51 minutes we have to workout a detailed strategy – how to go ahead in the coming days. He opined that our strategy is to get the banks properly sensitized. The Executive Director proposed a fivefold strategy for attaining the target.

- 1. There shall be active involvement and response from local bodies (Active Council)**
- 2. The CDS shall be actively involved (Active CDS)**
- 3. The POs and COs shall also be active and vigilant (Active POs & COs)**
- 4. If the above agencies are not responding up to the mark, then the DMCs shall take more initiative**
- 5. If all of them are seen or felt lethargic, Directors shall take responsibility. Even there are problems, inform the Head Office.**

If the problem can be sorted out at local body level, please sort it out there itself. If not, take it upto district level with DMC or with the District Collector.



If the banks are reluctant, collect the names of the banks with the CV of the managers and report to Head Office. SBT, Syndicate Bank, Federal bank and the Canara Banks have promised that in case any problems arise they can sort it out in the Head Office level.

The next 51 days are very crucial as far as urban area is concerned. No one shall stop or delay activities due to paucity of funds. The training activities cannot be postponed. Without being adequately trained we cannot take up economic activities and go ahead with micro enterprises. If there is any delay in activities due to paucity funds, the Head Office may be informed. There is ample fund in SJSRY, under General Training and Skill upgradation Training. He desired an open, fruitful and creative discussion, in the PRM.

*Action: All DMCs & RDs.*

## **II. District Presentation - Alappuzha**

The DMC, Alappuzha, made a presentation of District profile and achievements under various sectors such as SJSRY/DWCUA/USEP/NSDP scheme. (Tables in Annexure-II).

The achievement of Gauri Mat Unit, (DWCUA Unit) at Kayamkulam is commendable. Their products exhibited in India International Trade Fair held at Delhi on 12th & 13th of January 2001 attracted international markets. The ADMC Shri.Pushkaran described the NHG formation in Grama Panchayats in the district.

The DMC has stated that they are conducting continuous training programmes. The Hon. Minister for Industries participated in the training programme of NHG Volunteers in Ambalappuzha. The NHG for children (Balasabha) have been formed in the district. The DMC has explained the working of ITs in the district. The Executive Director has clarified that the candidates for IT have to be selected from the poorest families. Preference shall be given to families having sick people. The mark scored by the candidate for SSLC has also to be taken into account. After considering these aspects the candidates may be selected according to their aptitude.

## **III. Presentation of Findings of Action Taken Report:-**

The Director (A&F) reviewed the Action Taken Reports submitted by field officer and pointed out that it should be specific. It is observed that no instances of new NHG formation in Malappuram is reported. The Director (A&F) stated that the word “action taken” does not mean merely “giving instruction”, but it means “implementation of programmes”



#### IV. Urban Survey – Review of Progress & Reporting

The progress of Urban Survey was presented by Programme Officer (UPA). In his presentation, it was informed that judicious monitoring is required from DMCs. Since we have already disbursed 75% of the amount eligible to DWCUA IT Units, it is our responsibility to ensure that the survey data entry work is completed in time. It is also requested to see that while forwarding progress reports the number of A, B and A1 forms are reported correctly. Some discrepancies noted in the reporting of Kasargod and Kottayam DMCs were also brought to the notice of the forum.

*Action: All DMCs & ADMCs with thorough monitoring by RDs.*

#### V. Release of Newsletter:-

The Newsletter for the month of December was released by Shri.K.V. Chacko, Manager, Canara Bank, Puthenchantha Branch. While releasing the magazine he opined that the articles especially those written by beneficiaries are really encouraging.

The next edition of Newsletter will be focusing on '*Biotechnology*'. The subject matter of February edition will be '*Direct Marketing*' and that of March will be on '*Women & Children*' PO (NR), Accounts Officer and Administrative Officer will be the Editors respectively. All RDs, DMCs & ADMCs are requested to forward good articles sufficiently in advance.

*Action: All DMCs, ADMCs & RDs*

#### VI. NSDP Implementation:-

Shri.M.Ramanunny, Programme Officer (UPA) as part of reporting NSDP activities informed that more care is to be given by DMCs for implementing the scheme. PO (UPA) informed that eventhough 7,128 houses were targeted to be constructed during 98-99 and 99-2000, the amount released was only for 5,339 houses. This shows that the target falls short by 1789 applications. Further, it is observed that those who have availed themselves first instalment have not fully claimed second instalment. As per the data available it is doubted that 1592 applicants have either not started the work or stopped the work or diverted the fund. This is to be urgently looked into.

Defects in repayment of first instalment by 9 ULBs viz., Angamaly, Adoor, Changanassery, Malappuram, Kothamangalam, Muvattupuzha, Kayamkulam, Manjeri and Thalasseri, were reported by KUDFC. PO(UPA) requested all DMCs to tighten the monitoring and ensure that no deviation occurred from the targeted plan. Shri.Subash, ADMC, Kozhikode and Kabeer.B. Harun, DMC, Ernakulam have complained about the non-availability of funds. PO (UPA) informed that this will be taken up with



KUDFC and in the meantime requests from ULBs for releasing subsidy component need not be entertained.

*Action – All DMCs for thorough monitoring & Reporting the Progress*

## **VII. Review of CDS Audit**

Director (A&F) has pointed out that CDS Audit has not been started in Aluva and Muvattupuzha. The DMC, Kasarogde, informed that the audit has just started in Kanhangad. The audit in all the ULBs in Kollam has been started. Audit has been completed in Thiruvananthapuram, Alappuzha, Kozhikkode and Wayanad.

*Action – DMC (Ernakulam)*

## **VIII. Review of Activities in 261 Grama Panchayats**

The Programme Officer (CR) has presented the progress in the implementation of Kudumbashree activities in new rural areas. It was informed that as on 31-1-2001, 22319 Ayalkoottam were formed in the 261 Grama Panchayats and mobilised a sum of Rs 7,80,07,604/- as thrift. As per the decision of the Executive Committee, funds were released to the secretaries of the selected Grama Panchayats @ Rs 15,000/- towards infrastructure support to the Kudumbashree Panchayat Samithy. Funds were also released to the DMCs to print and supply necessary registers, pass books etc to the Ayalkoottam.

Intervening in the discussions and clarifying the queries raised by the RD (CR) and other DMC/ADMCS, the Executive Director, Kudumbashree informed, that the working instructions on the organisation structure of the Kudumbashree Ayalkoottam is awaited from Government and in the meantime the DMCs may proceed with formation of Ayalkoottam and strengthening of the thrift and credit operation. The creation of upper tiers (Kudumbashree Ward Samithy and Panchayat Samithy) can wait till the receipt of Government Orders.

Executive Director requested the DMCs to expedite the supply of registers to the Ayalkoottams, convene regular meetings of the charge officer, arrange training for the resource persons of Panchayats.

*Action – All DMCs*

The DMC, Malappuram has requested that the NHGs of Malappuram District may be also be given registers, pass books etc as in the case of newly selected 261 panchayats. The RD (NR), also recommended the need to provide registers to the Panchayats of Malappuram District. After detailed discussion it



was decided to provide registers and pass books to the Panchayats of Malappuram District, also.

**Action – PO (CR)**

The DMCs were also requested to follow up with the Panchayats for the early submission of proposal for the release of grant to the Panchayats in the prescribed format.

**Action: All DMCs Monitoring PO (CR)**

## **IX. Monitoring the Progress of Thrift & Credit**

Programme Officer (NR) presented the present position of thrift mobilization in various Urban as well as Rural CDSs in detail. He informed that the analysis of thrift in the Urban CDSs show a steady growth during the last six months and it has reached to Rs 12.63 crores as on 31<sup>st</sup> January 2001. Five more Urban CDSs viz Ottappalam, Thodupuzha, Mattannur, Malappuram and Chavakad, joined the Millions Club raising its number to 36. He observed that in six ULBs (Adoor, Vaikam, Alwaye, Kunnankulam, Chittoor & Kuthuparamba) thrift is below Rs 5 lakhs and requested the concerned DMCs to have a special care to increase thrift collection in these local bodies.

**Action:- DMCs of Pathinamthitta, Kottayam, Ernakulam, Thrissur, Palakkad & Kannur**

An analysis of thrift growth percentage during the last six months revealed that it is below 1 % in Muvattupuzha, Kochi, Thalipramba, Alappuzha and Kayamkulam.

A shortfall in the thrift amount is noticed in Kochi and Muvattupuzha. The target fixed for thrift mobilization during this financial year (as on 31-3-2001) is Rs 15 crores and he requested all the DMCs to take all possible measures to achieve the target. (Thrift percentage of Growth in Annexure III.)

**Action: All DMCs**

Thrift mobilization in Tribal NHGs and Rural NHGs were also discussed. Thrift collection in Tribal NHGs is progressing well and it reached to the tune of Rs 13.37 lakhs.

Amount of thrift collected in the newly formed Rural NHGs is Rs 7.73 crores. (Details in Annexure V).

## **X. Reporting on the EDII – Kudumbashree tie up & Feedback of Training Programme**

Programme Officer (CR), informed that as per the decision of the Executive Committee, follow up action is undertaken by Kudumbashree officials to sort out the possibility of a long time tie up with EDII, Ahmedabad,



a pioneer world famous institute in Entrepreneurship development. As a first step EDII authorities were contacted and Shri.V.S. Sukumaran, Senior Faculty paid a visit to Kudumbashree on 11-12-2000. As per the plan of action chalked out in the meeting, Shri.C.V. Joy, ADMC was deputed to Chengalpatt to attend a TOT programme. Thereafter Dr.Krishnakumar and Shri.Ramanunny made a visit to EDII, Ahmedabad from 18-1-2001 to 21-01-2001. Discussion were held with Shri.V.G.Patel, Director and faculty members in the micro finance and micro enterprise division. After the discussion, it is proposed to have a long term tie up in the following areas with the permission of Government.

- (a) **Capacity improvement programme:-** One faculty improvement programme followed by three TOT, five awareness camps, ten REDP Programmes, along with necessary performance improvement programme can be thought of
- (b) Process documentation using both print and visual media
- (c) Impact study of Kudumbashree activities especially in the development of micro enterprises.
- (d) Technology transfer and upgradation in the areas of bangle making, ornament making, bindi making, balloon manufacturing, green house construction etc. can be undertaken either by sending beneficiaries from Kerala to Gujarat or by bringing experts in the relevant fields from Gujarat to Kerala. After answering queries of the participants, PO(UPA) concluded by saying that if this tie up materialize it will be a blessing to the entrepreneurs of Kerala.

**Action – PO(CR), PO (UPA), PO(NR) &  
Director (A&F) for follow up**

## **XI. Presentation on Participation in India International Trade Fair, New Delhi**

Director (SR) and Director (CR) jointly made a stunning presentation on the successful participation of Kudumbashree in the Indian International Trade Fair – 2000 (IITF – 2000) conducted at New Delhi.

The Director (SR) who took up the microphone for the presentation and he conjured up a complete pictorial sequence of the whole event in his picturesque rhetoric. Vivid verbal pictures of the stall put up by Kudumbashree in Kerala pavilion, the exhibits displayed in the stall, the inauguration of the stall by Shri.O.Rajagopal, Central minister, the visits of VIPs, including that of Shri.E.K.Nayanar, the enthusiasms of the spectators and even the jealousy attempt of KTDC to sabotage the catering service of ‘Thanima’ DWCUA group appeared before the participants of this meeting one by one.



According to the Directors who led Kudumbashree delegates to Delhi, the Project could gain in four different ways by participating in the fair viz., ideas and concepts of Kudumbashree had been propagated among political leaders and general public. Products worth around Rs.2.5 lakh had been sold, valuable orders had been collected for the products of micro entrepreneurs including the export order received from Frankfurt and Germany for the screw pine mat cushions of 'Gouri' DWCUA unit of Kayamkulam, CDS Kudumbashree officials had obtained an opportunity to interact with their counterparts from other agencies and other parts of India. Shri.M.Nandakumar, RD(SR) also stated that the experience amassed from the Trade fair would be useful for Kudumbashree functionaries to formulate marketing strategies for micro entrepreneurs.

## **XII. WASME Global Conference**

Three Kudumbashree officials, Shri.M.Nandakumar, Shri. M.A. Aboobacker and Shri.V.Santhappan Nair had been invited to participate in the Global Conference on Micro Enterprises, conducted by WASME at New Delhi during November 2000. Shri.M.Nandakumar and Shri.V.Santhappan Nair had presented a paper each in the conference, on the marketing aspect of micro-enterprises and the role of women in micro enterprise realm, and the delegates of Kudumbashree had made a tremendous impact on the participants and organisers of the conference. Shri. Nandakumar presented the details of this International reckoning received for Kudumbashree project and its concepts, after the IITF – 2000 presentation.

*'WE STOLE THE SHOW'* (Annexure-VI)

## **XIII. Tender Coconut Ice Cream**

The DMC and ADMC, Trivandrum have presented an innovative product – Tender Coconut Ice Cream – which they had launched in the market during the flower show held at Trivandrum from 21<sup>st</sup> to 31<sup>st</sup> January 2001. The product has been presented before the Hon: Agriculture Minister, Managing Director, Director Board and Senior functionaries of Milma. The possibility of a tie up for marketing the product through Milma outlets are being negotiated with Milma authorities. The PO(CR) informed that training for catering and tender coconut groups in Kozhikkode and Palakkad Districts have been given and the sale of products started in Kozhikkode. Any other District, interested in the production and sale of Tender Coconut ice cream may arrange training in consultation with the Kudumbashree Head Office.

*Action: - PO (CR)*

## **XIV. SJSRY Implementation**

Executive Director, as a prelude to the discussion informed that only 51 days are more available for completing SJSRY implementation and he alerted



all DMCs to lubricate the machinery to gear it up to top gear and see that every thing works well as is planned earlier. The following observations were made by the Executive Director on the report submitted by DMCs. It is pointed out that in the reports, some serious omissions and laxity were noted. He requested all DMCs to put their mind into the work and work into the mind.

- (i) Performance of more than 20 Municipalities is less than 40%. Kottayam was able to secure the first position from the bottom followed by Vaikom.
- (ii) In USEP, more number of applications are pending with banks for sanction than the required. Eg: 10554 applicants are pending when only 7,163 are targeted. He requested DMCs to follow up this issue to get maximum applicants sanctioned so that, even if there is shortfall in subsidy that will be covered. In Central Region from the main stream was also brought to the discussion. Wherein only 2,796 applications are pending against the shortfall of 3,658 applications.
- (iii) In the case of DWCUA none of the regions could achieve the target nor send more applications to is noted, only 161 applications are pending with various Banks.
- (iv) Utilisation of revolving fund and survey component is not satisfactory and Executive Director requested to fix a cut off date for finalizing the disbursement.
- (v) Training programmes are also not picking up as is planned earlier. He alerted DMCs to have close monitoring.

**Action: All DMCs**

## **XV. Group Discussion**

Executive Director's presentation was supported by PO (UPA) through OH presentation. All DMCs were grouped into three under the leadership of RDs. 45 minutes discussion were held under the leadership of Executive Director, Director (A&F) and POs.

For maintaining uniformity RDs were asked to present the decision of the discussion in the following format.

- (I) Strategy for completion of SJSRY target
- (II) Strategy for sanctioning of applicants from Banks
- (III) Strategy for forming and sanctioning more applications under DWCUA
- (IV) Cut off date for releasing revolving fund and transferring survey amount.
- (V) Strategy for completing training programmes.





- (VI) Mapping of ULBs in their jurisdiction and locate the weakest and suggest curative measures.

Later all the three Regional Directors conducted their presentation.

## **XVI. Presentation by the Regional Directors**

### **A) Southern Region**

Director (SR) talked about the measures that the Southern Regional functionaries would take up to accelerate the implementation of SJSRY and NSDP schemes during the current financial year.

He stated that sufficient number of applications have already been sent to the banks as far as USEP scheme was concerned. But for DWCUA scheme, more groups had to be formed and this would be done on a war footing by taking up more and more innovative activities.

Southern Regional Director revealed that he and his colleagues would resort to remedial measures to ensure and enhance the support of the bankers for the implementation of SJSRY and NSDP schemes, including the performance rating of the banks, the convening of Block and District Level Bankers meets, frequent visit to bank branches (by beneficiaries, RIS volunteers and Kudumbashree functionaries) and seeking the help of District Collectors and Lead Bank Managers. Special attention would be bestowed upon poor performing ULBs of the region like Nedumangad, S.Paravur, Mavelikara and Alappuzha.

Southern Regional Director suggested that a Regional level/State level meeting of the poor performing POs and COs would help to accelerate the implementation of various Urban Poverty Alleviation programmes. He also proposed that the performance of outstanding POs/COs and CDS functionaries should be duly recognised and properly rewarded. The inauguration of 21 DWCUA Units in Thiruvananthapuram Corporation was held in the meeting. The leader of “*Manicheppu*” toy making unit displayed their products.

### **B) Central Region**

As far as Central Region is concerned the achievement under SJSRY is 39.43%. The task is to achieve the balance before March 2001. The Director (CR) said that, based on what transpired during the group discussion, the USEP applications pending with the banks were adequate to cover the shortfall in achievement, except in Thrissur District.

In DWCUA the number of applications pending in banks would not be adequate to cover the shortfall in achievement after phasing. There was a shortfall of 34. The shortfall was greatly in Kottayam and Thrissur districts. All the DMCs had



expressed the hope that the shortfall would be made up by sending fresh applications to the banks immediately. There were, of course, problems in some CDSs in the Region. Special attention would be given to these CDSs both at the Regional and District level. Kottayam, Vaikom, Muvattupuzha, Kothamangalam, Perumbavoor and Guruvayoor deserved special attention. In UWEP the progress was practically nil in Kottayam, Aluva, Irinjalakkuda, Thrissur, Chavakkad and marginal in Thodupuzha and Palakkad. He said that the Kottayam CDS was a typical case, how unimaginative and indifferent both the CDS and officials concerned could be.

### ***Director (CR) outlined the strategy***

#### **The region would follow in the coming days.**

1. The DMCs would request the District Collectors to convene a meeting of Municipal Chairpersons, Secretaries, POs and COs, CDS Presidents, LDM, AGM NABARD, Reserve Bank representatives and controlling officers of Banks to review the banking performance of USEP and DWCUA and get the pending applications in Banks sanctioned and disbursed at the earliest.
2. A Regional Review Meeting of POs and COs would be convened at the Regional level in the 3<sup>rd</sup> week of February.
3. The DMCs would request the Municipal Chairpersons to convene a special review meeting at the Municipal level to take stock of the component wise performance of SJSRY and set out the strategy to achieve the targets
4. The main thrust would be on DWCUA groups, getting the applications pending in the banks sanctioned and proposing new DWCUA Units to cover up short falls.
5. General Training Programmes were proposed to be completed before March 10, 2001.
6. Fresh batch of trainees would be sent for skill upgradation training to cover up the short fall in this respect before 20<sup>th</sup> of February.
7. All UWEP works administratively and technically sanctioned and not started so far, would be started immediately.
8. DMCs would ensure that the revolving fund would be transferred to the Accounts of eligible DWCUA units immediately.
9. DMCs would ensure the refund of balance survey fund immediately.

Director (CR) pointed out that the post of DMC and one ADMC in Kottayam, one ADMC in Idukki, two ADMCs in Thrissur (one vacant and one



on leave) and one ADMC in Palakkad are vacant in the Region and requested the Head Office's intervention in this regard.

Under USEP 4,239 applications are pending in banks. The Executive Director has stated that District/Municipal wise applications have to be collected from the DMCs and the Banks, which are not co-operating have to be deleted from the list. The performance of Kothamangalam, Perumbavoor and Thrissur Municipalities are not satisfactory. Fund must be sanctioned to the municipalities, which are performing well, and the component have to be withdrawn from the least performing municipalities. A list of such Municipalities have also to be prepared.. Better performance will be achieved by the co-operation of Council and district team.

***Action: All DMCs***

It is pointed out that the performance of Kottayam and Vaikom Municipalities are far below the average. The Executive Director proposed to give orientation and training to the groups.

***Action: RD & DMCs of Central Zone***

### ***C) Northern Region***

The Director (NR) reported the achievements of the Region. Under USEP, Malappuram district phased 447 applications of which 184 has been sanctioned and 378 in banks. If the loans are not sanctioned before 20<sup>th</sup> of this month further action will be taken by contacting ADM & AGM of NABARD. In Ponnani banks are reluctant to sanction loan and this has effected the group activities. In Kannur and Thaliparamba number of applications are low. The Director has informed that action will be taken to improve the number in consultation with ADS and Council. If there is no chance to get sufficient applications, the fund will be transferred to DWCUA. In certain municipalities like Kannur the SJSRY fund has not transferred to ADS so far.

Under DWCUA the Malappuram Municipality have phased 60 application, achieved only 7, 17 groups are ready to start. In Ponnani no units are started. Since banks are not sanctioning loan. In Kozhikkode SJSRY – NSDP groups are not formed.

The Regional Director has proposed to sanction the revolving fund to the best performing unit ignoring the condition “six months” duration. For this it is proposed to have a meeting of the POs and Municipal Secretaries convened by Director of Municipal Administration for considering the utilization of existing fund.



## XVII. IT Unit

### *Data entry work of Registration Department*

ADMC, Thiruvananthapuram informed that those who require additional computer for completing the work shall arrange additional shift at present. The data entry average is less in Kannur, Kozhikkode, Kasargode and Palakkad. The DMC may give special attention to this. The work of selected Sub Registrar Offices should give priority in data entry work.

***Action: DMCs – Kannur, Kozhikkode & Kasaragod***

The non-availability of ISM-Malayalam software is noticed in many units. Immediate action has to be taken to install the software.

As far as Urban household Survey data entry is concerned all Units have been provided with floppy with modified software package and one CD has additionally given to the RDs. If any floppy do not read properly, the DMC may take action to copy it from the CDs given to RDs. Copy of installation note and working instruction has been given with the floppy.

An amount of Rs.15 lakhs (75% of eligible amount towards data entry work) was disbursed among 52 DWCUA IT units.

In the ULBs where data entry work is carried out in more than one unit, the payment has been made in the name of that one unit only. The DMCs may arrange to disburse the amount proportionately to all the Units and settle the account in the name of the Unit which has received the DD.

The ADCM, Thiruvananthapuram has informed that orders have been received entrusting the data entry work of Housing Board Offices to Kudumbashree IT Units. In one or two IT units data entry records were lost due to hard disc problem. The DMC will ensure the storing of back up in more than one computer in each Unit.

***Action: All DMCs***

## XVIII. Financial Matter

The Accounts Officer presented the financial matters emphasizing the defects noted in the Financial Statement of 12/00 and 1/01 of Thiruvananthapuram., Kottayam, Alappuzha, Idukki, Thrissur, Malappuram, Kannur Wayanad and Kasaragod. Though Separate statements are prescribed for the inclusion of expenditure under UAPP training the same is still seen included in the General Expenditure Statement. In spite of repeated instructions from the Headquarters the balance fund of UAPP training is not included in the receipt side of the General Expenditure statement. But large



amount is seen included in certain heads without any break up. On receipt of the audit report the district wise details of the accounts will be intimated to the DMCs and RDs; they shall in turn rectify their expenditure statement from 4/2000 onwards and forward to Headquarters.

*Action: All DMCs & RDs*

## **XIX. General**

- ❖ The Executive Director informed that the Hon'ble Minister for LSGD will release the book “മാനാജിറക്കുവാൻ, മാളിക പണി യുണവർ” on 10-30 a.m. on 12-2-2001. The English version of the book is also getting ready for release. The same programme is contemplated under UAPP in the coming year also.
- ❖ The Executive Director instructed that DMCs should collect data about the municipalities who have not transferred the fund to CDS; the year wise details with the amount, to the Head Office by Fax/E-mail within four days.
- ❖ The details on NSDP have to be given in separate letter.

*Action :- All DMCs*

- ❖ The DD given in the meeting is meant for IT units and have to be handed over to the concerned ITs. The amount given is the 75% of the Urban Survey work done.
- ❖ Special attention must be given to the students of REC who are appearing for the SSLC examination.

*Action :- All charge officers of the RECs;  
DMCs & from HO, the AcO*

- ❖ All officers are requested to submit their CR sufficiently early.
- ❖ The Gujarat distress relief fund was collected in the meeting. It was decided to collect Gujarat relief fund from the NHGs also irrespective of the quantum of the amount. The participation of our members in extending helping hand to the victims of the earthquake is the need of the hour.





- ❖ Executive Director asked for volunteers to go to Gujarat for relief works and Director (NR), DMC, Trivandrum, Kannur, ADMC, Trivandrum and PO (CR) offered their willingness.

*Action: All DMCs*

*The meeting came to an end at 8.45 p.m.*

*Executive Director  
Kudumbashree*