

## Minutes of the PRM held in June 2018- Remarks/ instructions of Executive Director

1. **Appraisal of District Programme Managers/ City Mission Managers:** Appraisal of all DPMS/ CMMs will be conducted from 18<sup>th</sup> to 23<sup>rd</sup> of June 2018 in Kudumbashree head office based on the appraisal made by the District Missions. Dates will be informed.

**Action: Administrative Officer**

The appraisal of MTPs/ Cos of NULM should be made at District Mission level.

**Action: DMCs**

2. **Expenditure of State Plan Fund**

The treasury balance of plan fund should be updated on all Mondays in the website, as direct monitoring by treasury is made operational.

**Action: DMCs**

100% utilization of funds should be made by the end of this month, as available balance in the treasury will be taken back. Therefore the entire balance fund available at District Missions should be expended immediately.

**Action: DMCs**

Kudumbashree Mission will receive the NRLM funds in June, and each district will receive 2 to 3 crores based on the availability. Therefore funds will not be a constraint.

**Action: State Mission**

3. **Meeting of City Mission Managers**

The DMCs should call meeting of NULM City Mission Managers along with the DPMs as part of convergence of ideas/ implementation of programmes. Most of the activities are common and therefore convergence is possible.

**Action: DMCs**

4. **Kudumbashree Book**

Book on the objectives of Kudumbashree, the expected outcome and the activities implemented at the end of the year is prepared for circulation to all CDS chairpersons. The book will be made available to all District Missions. The books should be given to all CDS Chairpersons and DMCs should ensure that the CDS fills the objectives for the year 2018-19. On first week of November the activities done/ implemented should be filled and the books should be collected back.

**Action: DMCs/ CDS  
Chairpersons**

**5. Web updation**

Responsibility for web updation should be given to a DPM. This is to ensure that web monitoring tables and news about Kudumbashree activities are updated regularly. Training will be given to the concerned DPM from the state, when they come for review (18<sup>th</sup> to 23<sup>rd</sup> June 2018).

**Action: DMC/ State Mission**

**6. HR-MIS**

To monitor the activities of DPMs & BCs HR- MIS is introduced. Already the State Programme Managers are having it). Orientation will be given on HR-MIS updation daily.

**Action: Pavitha/ DPMs/ BCs**

**7. Next PRM**

The next PRM will be conducted on 3<sup>rd</sup> & 4<sup>th</sup> of August 2018. State PRM will be conducted every 45 days.

**Action: State Mission**

**8. District Team Meeting**

All districts are implementing many new initiatives. To provide an opportunity for cross learning, a District Team meeting is scheduled on 20<sup>th</sup> & 21<sup>st</sup> of July 2018 in State Mission. The District teams should present the learnings' on the implementation of each activity.

**Action: DMTs**

**9. MY ME**

All DPMs should present 'My ME' on 20<sup>th</sup> July 2018 during the team meeting. The DPMs should present it in 4 categories.

Category-1 ME/ AH/ SVEP

Category-2 SD/ Gender

Category-3

Category-4

The DPM who complete the activity time bound will be given 'Achiever of the Month' award as token of appreciation.

**Action: DMTs/ State Mission**

#### **10. Delegation of responsibilities**

Programme Officer will lead all the activities of Kudumbashree as delegation of responsibility is given to all POs. The POs & DMCs should form a team for the timely and effective implementation of programmes.

#### **11. Criticisms against Kudumbashree**

There are criticisms about Kudumbashree activities. DMCs should note it and take care of these.

1. More publicity activities of DMCs
2. Lack of monitoring of State Mission
3. Kudumbashree is implementing many interested programmes and is not concentrating on planned programmes

**Action: POs/ DMTs**

#### **12. Onam 2018**

The next major programme of Kudumbashree is Onam. The sales details should be tracked properly and we should be able to provide data on sales on each category like vegetables/ other sectors.

**Action: Marketing team**

#### **13. Involvement of Kudumbashree community in health campaign programmes**

Kudumbashree ADS/ CDS should involve in the Arogyajagratha campaign conducted by Health Department & Suchitwajagratha programme of Panchayat. The ADS/ CDS of Urban Local Bodies should involve in the health campaigns in particular.

**Action: PO(Org)/ DMTs**

#### **14. Fund allocation of LSGs to Kudumbashree**

The DMCs should ensure that the LSGs are providing maximum fund allocation to Kudumbashree programmes. The LSGs should be motivated to change their plans accordingly by providing ideas.

**Action: DMCs**

#### **15. PRM Minutes**

The PRM minutes will be uploaded in Kudumbashree website. All DMC should conduct the District PRMs based on it.

**Action: State teams/ DMTs**

**16. Media interns**

Media Interns will be provided to all districts for news coverage.

**Action: PR team**

**17. Satisfaction level about jobs**

NULM team has developed a proforma to analyse the job satisfaction level of CMMs. The observations provided a platform for improvement. The proforma will be shared to all DPMs. The DPMs should provide a real feedback.

**Action: State HR team/ DPMs**

**18. Programme monitoring**

The programme monitoring should be done perfectly by all teams. Time bound completion will be the priority of this year.

**Action: All Teams**