

## Minutes of the PRM held on 5<sup>th</sup> & 6<sup>th</sup> February 2019

1. Executive Director appreciated whole team for the exemplary performance which ended in **announcing 258 cr for Kudumbashree** in the budget. ( in total 1000 Cr including Panchayat Fund and CSS)
2. Following are the instructions to be followed by the Districts in next 3 months
  - a) Focus on Panchayat plan and we should get **400 Cr Minimum**. DMCs should adopt such strategies **to get more funds from Panchayat**.
  - b) Appraisal - Focus should be given to track the teams and their performance. If they are not performing **take strict measures** should be taken. Appraisal form will be given this week and by February 28<sup>th</sup> DMCs should collect from DPMs , COs, BCs etc and by March 1<sup>st</sup> and 2<sup>nd</sup> scrutinize appraisal form and also give back the appraisal form ( Copy may be given) to them so that they can improve and identify their weakness. **By 4<sup>th</sup> March sent the appraisal form to State Mission**
  - c) Convergence – 13<sup>th</sup> Five year plan book will be distributed during the PRM. **All DMCs and ADMCs need to read this book** and list the possible convergence opportunity to the district. Prepare a list and submit **a report to ED by March 4th**. Mere reading and listing out won't work. Try to implement the convergence
  - d) Next year's plan will be discussed today and **actively involve and participate in the plan discussion** and give the feed back to State Mission team
  - e) Roll out workshop - On the basis of the plan discussion we will conduct a 5 day roll out workshop. This time we will include BCs for the roll out. DMC should be present all the 5 days without fail. We will conduct **the roll out in March 3<sup>rd</sup> week**.
  - f) April last week (2 days) we will conduct a **workshop on achievements and best practices**. Basically we will conduct an evaluation and presentation.

- g) National Seminar – State Mission will conduct a **national level seminar during April**. DMCs can contribute by suggesting the Panellist or Speakers
- h) As part of planning , State Mission team will **come to districts** and they will meet one Ashraya beneficiaries , Snehitha Calling bell support recipient and visit CDS. Please help them by linking CDS
- i) Inuaguration – As part of 1000 Day programme of Govt , conduct inaugurations in Districts, District Collectors are preparing list in regard with this. So conduct various inaugurations in **Districts before February 28<sup>th</sup>** . Include the activities of your district in the list made by Collectors
- j) Election – March 1<sup>st</sup> week election will be declared . There is lot of scope to converge with District collectors **and implement possible convergence** . Eg – Provide Tea & Snacks , Material Supply through our units, IEC Campaign – Sweep Campaign , Gender documentation team , Mediashree – video documentation – providing video documentation – grab economic generation opportunities , engaging santhwanam volunteers, printing work to units , setting up first aid units etc
- k) In all districts we will give a additional vehicle ( On contract basis) and 6 computers to districts. A letter will be given regarding the same
- l) Media Interns – After 6 months they should write 50 articles . Please provide with topics and insights
- m) NGO Tie Up - Eventhough it is not our core activities , plz contribute and handle this convergence with responsibility. They have a certain protocol and work accordingly otherwise they will blacklist us. **In time bound manner complete those works**
- n) Transfer – BC list extension will think. **Before 28<sup>th</sup> transfer orders** , if any should be issued

### 3. Expenditure

- a) Take list of those CDS who did not get CEF.. Also tick those CDS which was affected by flood. Give to Santhosh before Feb 20<sup>th</sup>
- b) VRF – Prepare the list of ADS who didn't get VRF. Also the flood affected ADS
- c) Give Flood affected NHG list before Feb 20<sup>th</sup> ( who got Rs 10000)
- d) Area Incentive – Additional fund is earmarked and make the files ready in Districts.
- e) AH – Kerala Chicken 2 Cr extra will be given. Unit list finalize and submit to state mission.
- f) Process MF interest Subsidy. If we get the money last moment we can utilize it fast. Also Matching grant request
- g) DFK – All ADMCs to come with the **DPR before February 25<sup>th</sup>**. ADMC should give in writing what are the challenges facing. All ADMCs should write a declaration that these much DPR will be submitted by this date. All ADMCs ( except Wayanad , Kasargod and Kannur) need to come to State Mission with DPR on February 25<sup>th</sup>
- h) February 25<sup>th</sup> SD DPMs should present the details of BUDS School , its expenditure etc. ADMCs also should come and present the details. Come with a proposal.

- i) PMAY – From February 5th March 20<sup>th</sup> a campaign will be conducted to get the building permit
  
- j) DDUGKY - A skill competition State level Meet will be conducted in February. A detailed letter will be given.
  
- k) BUDS Vehicle – DMCs should submit the requirement of each Panchayats in the prescribed format which is already circulated to the Districts ( A letter No 5291/L/2009/KSHO dated 22/1/2019) has been sent to districts for more clarification\_) After receiving the requirements from District Mission , **funds will be directly given to the Panchayats.**
  
- l) Marketing – Have signed some proceedings and implement those activities cooking completion , ioc , etc and **spent the fund in this regard.**