

Minutes of Plan Review Meeting held on 18th July 2022 in Kudumbashree State Mission

The meeting started at 10.30 am with Executive Director, Kudumbashree on chair. All the 14 programmes initiated and implemented by Kudumbashree Mission were reviewed. The District Mission Co-ordinators attended the meeting. Director (A &F) and Chief Financial Officer (CFO) also were present.

The meeting started with the introductory remarks of Executive Director, Kudumbashree. The main issues raised by the ED & asked for intervention among the DMCs consists of

1. Financial misappropriation is noted in the Local Fund Audit. The monitoring of accounts at the District and CDS is mandatory and the DMCs should review the fund utilization of CDS. The strengthening of KAASS team should be made to monitor the expenditure details of CDS. The **remarks furnished by the KAASS in their auditing report** should be verified and appropriate action should be taken. Also the DMCs may review the financial progress/ utilization of funds in the district PRMs.
2. The Sub- Committee's have special role and awareness creation among them on their roles should be made. **Trainings** should be given to them for the same. Information should be given to the CDS that **financial aspects are discussed in the Sub- Committee meetings** as many complaints are receiving that the minutes got passed without having any real time discussions among members. A practice should be developed that all the financial matters are discussed in the CDS Committee meetings and all members have thorough knowledge in it. This will help in the **involvement of all members thereby reducing financial misappropriation.**
3. Agenda should be given to the CDS committee members prior to meeting, ensure the agenda is discussed and minutes got recorded. All the members participating in the meeting should be aware of the minutes recorded; for the purpose the meetings should be noted in the minute's book at the end of the meeting itself or make the members get it signed only after going through the minutes and get convinced. **Ensure all CDS Committee members are aware of agenda, discussions and decisions.**

RESPONSIBILITY: DMCs

4. A mock video on CDS meeting may be prepared with the support of PR Team and may be uploaded in the Kudumbashree You Tube channel for reference.

RESPONSIBILITY: ORGANIZATION/ PR TEAM

5. The expenditure on NRLM in particular is less (only 4% expenditure is reported). The DMCs should ensure that the bills are cleared on time and expenditure is met. The financial progress is not reflected when compared to the physical progress. This will help in unnecessary rush to clear the payments at the end of the financial year.

RESPONSIBILITY: DMCs

6. As State-in-charge is not there for Idukki district, PO (DDUGKY) may be given responsibility for the same.

RESPONSIBILITY: ORGANIZATION TEAM

Team Presentations

1. Organization

a. Auxiliary Group

The districts had completed the formation of Auxiliary groups on time, but training to members and activities to them is not as per the expectation. In many districts, the auxiliary group members who shown interest are coming forward for registration, in these cases the DMC form groups with new members and complete the process of registration, training etc.

The registration of groups, completion of training is pending in many districts. Idukki has not initiated the activities yet. The DMC should ensure that the groups are live, registered and completed training.

In Malappuram, DMC should assign responsibility to the DPM/ BC in charge of the CDS should complete the process in a time bound manner.

The time period for the completion of registration and training of Auxiliary groups will be 31st July 2022.

RESPONSIBILITY: DMCs

The Districts-in-charge should take initiative to monitor the progress of Auxiliary group activities.

RESPONSIBILITY: DISTRICT- IN -CHARGE'S

A short video on activities for Auxiliary group may be made with the support of PR team and should be uploaded in Kudumbashree You Tube channel for reference.

RESPONSIBILITY: ORGANIZATION TEAM/ PR TEAM

b. Evaluation Committee meeting

The districts were assigned to ensure the conduct of Evaluation Committee meetings. The percentage of completion of the districts of Thiruvananthapuram, Kollam and Alappuzha is less than 80%.

In addition to the conduct of Evaluation Committee meeting, the quality of the meeting should be considered. The *CDS should be capacitated* on the aspects of financial allocation(UPA fund, Women Component Plan, Asraya Challenge fund), beneficiary selection, utilization of funds, allocation for infrastructure for BUDS etc so that the CDS may be aware of the benefits acquired to Kudumbashree members and fund utilization purposes.

RESPONSIBILITY: ORGANIZATION TEAM/ DMCs

c. Sub- Committee Formation

The districts should ensure that the Sub- Committee formation at the CDS and ADS level is complete as per the bye law. Where ever issues are there DMCs should intervene. *DMC Thiruvananthapuram should furnish the list to the State* where ever there is issue in completion.

RESPONSIBILITY: DMC TVM / ORGANISATION TEAM

d. Internal Auditor

The completion is less in Thiruvananthapuram district (66-69%). DMC should intervene and complete within this month.

RESPONSIBILITY: DMC TVM

e. Jal Jeevan Mission Survey

The first installment payment on JJM survey is pending in the districts of Kannur & Kaseragode. The fund is available at the department. DMCs of Knr & Ksd should furnish the request at their district centres. The DPMS should assign the responsibility for the completion of survey.

RESPONSIBILITY: ORGANIZATION TEAM/ DMCs

f. Ground Water Survey

The completion of Ground Water Survey is only 0.32% as of now. The districts of Idk, Wyd, Knr & Ksd has not initiated yet. The DMCs should take initiative for its time bound completion.

RESPONSIBILITY: DMCs

g. Other programmes

i. Connect to Work Centres

The training centres established for C to W should be effectively utilized for other purposes (like cluster level meetings, block level meetings etc). The DMCs should visit the centres, track the effective utilization of these centres and guide the CDS to use it.

The C to W centres proposed for the following CDSs has not been established till date. The DMCs concerned (list is detailed below) should ensure the establishment of these centres immediately.

- Pathanamthitta - Mallappally, konni
- Kottayam -Lalam,Pambadi,Erattupetta
- Idukki -
- Wayanad –Pulpally
- Kannur –Kannur
- Kasargode-Ajanur, Bedadka,Chemnad,Paivalike

RESPONSIBILITY: DMCs

ii. Model CDS

The Model CDS concept is to be owned by all the teams as each and every team has role to develop the model. The DMCs should ensure the involvement of all concerned teams in the development of the system.

RESPONSIBILITY: DMCs

iii. CDS Community Training Centres

The Mission Proposed to establish a Community Training centre in all districts and had provided financial support to 6 districts to establish the same. The amount for the remaining 8 districts will be released soon. DMCs should ensure the establishment of these centers in a time bound manner.

RESPONSIBILITY: DMCs

iv. Other decisions

1. Cluster level meeting: DMCs to conduct the meetings ensuring the fulfillment of its objectives and outcome.
2. Training of CDS Chairperson will start from 29 July 2022
3. Well Census Survey to be completed within 3 months

2. Micro Finance

a. Bank Linkage

The DMCs had raised the issue that many private banks especially HDFC are providing loans to Kudumbashree NHGs without the knowledge and recommendation of CDSs. This led the NHGs to avail multiple loans from different sources.

- i. Interest subsidy/ subvention should be released only to NHGs whose linkages are recommended by the CDSs.
- ii. DMCs should furnish the list of banks & branches where these practices are occurring to State Mission, which will be raised in SLBC meeting.
- iii. The DMCs at the same time should furnish it in DLBC meetings.

RESPONSIBILITY: DMCs

b. CMHHLS

The existing list of NHGs who availed loan under the CMHHLS schemes should be re-checked (ensure the details on loan repayment, closure etc). And the final list should be send to the State Mission.

RESPONSIBILITY: DMCs

c. Other decisions

The **financial transparency & accountability at all levels of Kudumbashree system** should be ensured. The State will initiate trainings and develop systems with regard to this and DMCs should ensure it is being implemented at the CBO level.

- i. Strengthen Financial Management System at CBO level & at Mission Offices
The DMCs should ensure that the CBO audit is completed on time and the remarks or suggestions offered by the KAASS team is taken care of/ addressed. The auditing of NHGs may be monitored by the CDS Committee.
- ii. Maintaining accurate data is very important to seamlessly implement microfinance activities.

The monitoring of fund available at the CDS, its utilization and obtaining UC is the responsibility of DMC. This will help to reduce situations of financial misappropriation. A meeting of Member Secretary should be conducted every month.

RESPONSIBILITY: DMCs

- iii. The DMCs should ensure that the CDSs had given the hand over reports to the newly elected person. A lot of complaints are receiving from the field on non availability of hand over reports, the physical status of the CDS at the

time of handing over of charge etc, leaving the burden to the newly joined Chair person. Considering the situation the DMCs should ensure that all the CDSs had submitted the handover reports to the new committee.

- iv. The DMCs should keep a copy of utilization certificate of all transactions.
- v. All funds parked at the District Mission in different accounts should be furnished to the State Mission. Even if the districts are not aware of the Head of Accounts it should also be reported with the specific remarks.
- vi. The DMCs should ensure that the additional financial assistance provided to the ME units adhered to its guidelines.

RESPONSIBILITY: DMCs

- vii. Will initiate Financial Literacy program only after scrutinizing the module and customize it if required.
- viii. State level Training for Online submission of Loan application will start from 25th July 2022

RESPONSIBILITY: DMCs & MF TEAM

- ix. Training to Member Secretaries' will be arranged on Kudumbashree schemes, role of CDS, Member Secretary etc.

RESPONSIBILITY: ORGANIZATION TEAM

- x. Training on RTI to CDS Accountants will be provided as they are providing relevant information in the CDS.

RESPONSIBILITY: ORGANIZATION TEAM

3. MIS

NRLM review is solely based on the data available in the MIS. There is pendency in data entry in many districts. Therefore the districts should give priority in the completion of cut off entry stated and the month wise updation of status. A tutorial is already available in You Tube with regard to this for any clarification.

Another major issue noticed is that as per NRLM norms the maximum no of members in the NHG should be 20. There are districts where there are NHGs whose member count is less than 5 and above 20. The NHGs whose members are above 20, the NHGs should be divided. Already, instruction with regard to this was given to the districts. The DMCs should take steps for the division of such NHGs assessing the present linkage loan status of these NHGs, ensuring the division after loan completion. The MIS team will share the list of CDSs where the data mismatch is there.

RESPONSIBILITY: DMCs & STATE MIS TEAM

All districts should update the details of all NHG till now in the NRLM Portal on or before 2022 JULY 31st.

Should complete the Incomplete NHG and Incomplete VO in the NRLM Portal on or before 25th July 2022.

Should complete the incorrect account number of NHG in NRLM Portal. (already shared to DPM)

Should complete the Modal CLF web portal entry (Cut off + April, May, June entry on or before 25th July 2022.

Should complete the MPR of Farm Livelihood in NRLM Portal up to June on or before 25th July 2022.

RESPONSIBILITY: DMCs

4. Social Development

Destitute Free Kerala (DFK): DFK project will be extended. The Mission is planning to conduct an impact study of DFK before releasing the third installment.

BUDS: Planned to conduct a study of BUDS institutions by August 2022. Format will be developed analysing the field level issues. DMCs may send the list of persons who can contribute in the study to the State Mission.

Bala parliament: State level by September 2022

The basic details of BUDS and Balasabha are pending from 5 districts. The following districts may send it to the State Mission by the end of this month itself.

BUDS	Balasabha
Malappuram	Malappuram
Kozhikkode	Kozhikkode
Kottayam	Thiruvananthapuram
Thiruvananthapuram	Kollam
Kollam	Kaseragode
Kaseragode	Palakkad
Palakkad	

Suggestions of DMCs on BUDS

1. 25 students required to establish a BUDS school. Many LSGs does not have sufficient number to establish a school. Therefore, the possibility of reducing the number of students in the BUDS for its establishment may be considered.
2. The districts may analyze the data available in LSGs and Social Justice Department on the number of mentally challenged children available in the LSGs and decision to establish the schools may be decided accordingly.

RESPONSIBILITY: DMCs

5. Micro Enterprises

Establishment of Micro Enterprises: The Districts should ensure that targets are achieved.

RESPONSIBILITY: DMCs

Janakeeya Hotel

There are many issues reporting from the field like data mismatch against the meals delivered and bills submitted, women are not available in the hotels and sub contracting is being made etc. The DMCs should visit the hotels randomly and also should double check the bills submitted. The DMCs suggested making electronic billing mandatory to trace the bills.

RESPONSIBILITY: DMCs

GOT, EDP & Skill Trainings

Tvm & Tsr are the two districts who had not reported any physical progress in this area. The settlement of bills should be made in a time bound manner to ensure the financial progress compared to the physical achievements.

JJM-ISA

Signing of agreement and staff positioning are pending in most districts. Around 72 panchayats has not signed the agreement. The DMVs should conduct a combined meeting of Jilla Panchayat President, Secretary, CDS Chairperson etc to give awareness on the programme and ensure the signing of agreement.

In Panchayats where agreement is signed, staff positioning is pending in some LSGs. The districts should follow up on the positioning of staff.

RESPONSIBILITY: DMCs

Canteen @ Government Colleges

Pta district has not initiated the project yet. The Districts should give priority to establish canteens in all Government colleges. The issue of cost and other things faced may be reported to State Mission as the collegiate department is willing to address it positively, the State will intervene accordingly.

RESPONSIBILITY: DMCs & ME TEAM STATE MISSION

Harithakarma Sena

The programme is of utmost importance to the State Government and ACS is directly reviewing it. Formation of HKS and ensuring income to the members are

two areas that need the attention of district team. Meeting of Haritha Sahaya Sthapanam should be conducted once in a month. The data entry of HKS in the designated software is pending in many CDSs. The DMCs should monitor the same.

RESPONSIBILITY: DMCs

Cloth bag Distribution:

The DMCs should furnish the list of pending amount to be received with regard to the cloth bag distribution.

The Civil supplies had asked to submit the proposal on rate revision by 19th of July 2022. The cost suggestions considering the different aspects like raw materials, transportation etc may be considered and suggestions may be send to State Mission.

RESPONSIBILITY: DMCs & ME TEAM, STATE MISSION

6. Tribal

Expenditure on Tribal component needs special attention.

- i. All pending proposals on ME, Poultry, AH etc available in the districts may be considered and expenditure should be ensured.

RESPONSIBILITY: DMCs

- ii. Revision on allocation for Attappadi needs to be considered.

RESPONSIBILITY: ACCOUNTS & TRIBAL TEAM

- iii. Marketing of tribal products: all concerned team members should work towards it (DPMs of tribal & marketing). A common brand should be developed rather than going for individual district brands.

RESPONSIBILITY: DMCs

7. Agriculture

- i. Updated information of JLGs are not available like total JLGs, Active JLGs, seasonal ones, Crops/ hectares under cultivation, members involved etc. A data base should be made with regard to this. BCs may assign responsibility.

RESPONSIBILITY: DMCs

- ii. Interest subsidy should be released to JLGs approved by the CDSs only. (as banks and financial institutions are providing financial support to meet their targets).

RESPONSIBILITY: DMCs

- iii. Branding of chips should be completed before the onam season. Quality of chips should be ensured. The units that are not on par with the fixed standards may be removed.

RESPONSIBILITY: DMCs/ STATE AGRI/ MARKETING TEAM

iv. All districts should consider the establishment of one moving cart/ vehicle for marketing of Kudumbashree products (like Triveni). The fund may be met through CSR/ MLA/ MP funds etc.

RESPONSIBILITY: DMCs

v. Distribution of milk & egg to Anganwadis: A business model will not be viable. The NHGs nearby Anganwadi's may be considered and NHGs who are willing to supply may be attached.

RESPONSIBILITY: DMCs

vi. District should complete field level training & agri-nutri garden formation on or before August 2022

vii. Achieve physical and financial target on all components within August 2022.

RESPONSIBILITY: DMCs

8. Animal Husbandry

Data base collection of ME groups and best practice documentation has been completed.

i. CEF to units in Urban Local Bodies: Fund already transferred. The utilization of funds should be completed within 1 month (by August 2022). Conduct awareness programme for urban CDS for implementation of Urban CEF via plan fund using the support of NULM team

ii. Take necessary steps to ensure interest subsidy linked loan linkages to start livestock activities in NHGs under the leadership of CDS. Subsidy should be released to the units only after the sanctioning of loans. It came to the notice the some districts are transferring funds before the loan release assuming the loans will be approved.

iii. 1.59 Cr is earmarked for special projects covering marketing network & cluster based approach or Special projects addressing the eligible categories. Project proposal evaluation & Approval is at state level. The districts may send proposals in this regard to State Mission. Even though the earmarked fund is 1.59 cr, additional fund may be considered assessing the viability of the proposal.

iv. AHCRP selection: Conduct PRM, capacitate CDS chairperson and Livelihood Subcommittee representative about CRP selection and familiarize guidelines. Complete CRP selection in August month. Also familiarize capacity building training guidelines for placing proposals from CDS

v. CEF: Take the list of CDS where fund is not fully utilized and do action for complete expenditure

vi. Conduct a follow up meet in all Blocks about the existence of units supported via Kudumbashree during last 3 years.

- vii. Distribute NRLM CEF to CDSs based on the priority after considering their proposals
- viii. Conduct monthly evaluation of programme team based on the monitoring table given in below link: <https://kudumbashree.org/ah2223>
- ix. Self reliant CDS development initiatives to be promoted.
- x. Expenditure on all component of AH to be given priority. 60% expenditure is expected by the end of August 2022.

RESPONSIBILITY: DMCs

Kerala Chicken

Palakkad district had taken special effort to get all the farms licensed. The efforts are really appreciative.

Likewise, all districts should ensure **all farms under Kerala Chicken got licensed**. Also ensure that all farms are **owned and managed by women** themselves. (Field level reports shows that family members or outside members are running the farms). Also the DMCs should adhere that the **fund utilization is as per the guidelines**.

RESPONSIBILITY: DMCs

9. Gender

District level Karmapadhathi: to be completed by 31st July 2022.

RESPONSIBILITY: DMCs

Snehitha Review:

- a) DMCs should conduct the review of Snehitha team every month. As there are many legal issues associated with it, the DMCs should ensure that they are aware of all the activities associated with Snehitha.
- b) The DMCs should fix the time schedule (working time/shifts) for Snehitha staff should be fixed with 8 hour shift. The staff may adjust among themselves if required.

RESPONSIBILITY: DMCs

Crime Mapping: Data collection to be completed by 31st July 2022

FNA: Orientation to CDS and Block Co-ordinator's in charge will be completed by 31st July 2022. Guideline with regard to this will be issued by the end of this month.

RESPONSIBILITY: STATE MISSION

Gender Club

Formation of Gender Clubs got completed. Strengthening of GCs should be focused. Awareness on their rights should be communicated properly and should be completed by August 2022.

RESPONSIBILITY: DMCs

Other decisions

✓ The financial progress of components varies considerably compared to the physical progress. The DMCs should ensure that financial progress/ settlement is made accordingly.

RESPONSIBILITY: DMCs

✓ Internal Complaints Committee: ICC is formed in State & District Missions. Orientation will be given to all Mission staff and training to District level members will be completed by 20th of July 2022.

RESPONSIBILITY: STATE GENDER TEAM

10. Marketing

Vishu Mela

Vishu mela is completed in all districts and State Mission has released fund for the same. But expenditure is not booked. The DMCs should take initiative to settle the bills within one month. Instruction to submit the bills should be given to the CDSs.

RESPONSIBILITY: DMCs

Monthly market

Fund allocated to conduct monthly markets in Urban Local Bodies.

Marketing outlets

In the FY 2020-21, State Mission sanctioned fund for establishing 40 outlets covering all districts, but only 6 got functional. By December the remaining outlets should be made functional. The physical and financial progress should be ensured.

RESPONSIBILITY: DMCs

In the case of outlet proposed in Maranalloor, Thiruvananthapuram Programme Officer (Marketing) should intervene.

RESPONSIBILITY: DMC TVM

Districts should submit DPR for newly proposed outlets along with detailed estimate and plan before 10th August

RESPONSIBILITY: DMCs

Kudumbashree Bazaar

The bazaar in Thiruvananthapuram should be made functional. The districts of pkd, Kkd & Knr had not initiated to set Bazaar.

RESPONSIBILITY: DMCs OF TVM, PKD & KNR

Districts should complete the audit process of Kudumbashree bazaar and submit the audit report on or before 30th July 2022- Letter already issued to DMs

Plan Promotional Activities for the calendar year

Convene consortium meeting and renew registration.

RESPONSIBILITY: DMCs

Marketing Kiosk

Analyze the scope for establishing more kiosks & try to integrate more units. Districts of Kollam, Palakkad & Kasargode had not established any kiosks. Kasargode DMC should ensure that the fund allotted to the CDS is utilized and kiosk is established.

RESPONSIBILITY: DMCs & DMCs of PKD, KLM & KSD

Districts should submit the DPR along with the approval letter from the LSGD/ Departments for establishing marketing kiosk on or before 31st July- letter already issued.

RESPONSIBILITY: DMCs

Home shop

Marketing team should study the model of Kozhikkode home shop. All districts should initiate home shop and ensure the income of the HKS members.

RESPONSIBILITY: MARKETING TEAM & DMCs

Thiruvananthapuram, Pathanamthitta, Kottayam, Idukki, Ernakulam should restart operations of Homeshop.

RESPONSIBILITY: DMCs CONCERNED

All districts should focus for scaling up homeshop activities focus of setting atleast 500 Homeshop owners in each district.

RESPONSIBILITY: DMCs

Branding

All districts should complete the branding of at least one product by December 31st 2022. All districts (except Palakkad who had completed) should identify products immediately. Marketing team should conduct a meeting in this regard.

RESPONSIBILITY: MARKETING TEAM & DMCs

Launch of “Kudumbashree” branded chips in Onam Season. Districts should identify units and complete training. Districts should develop SOP at their level. The districts may develop packages with the support of Consortium of Kannur Curry Powders. Develop Quality Assurance and Compliance team(QACT) in each district and operationalise it.

RESPONSIBILITY: DMCs

Pathanamthitta, Thrissur, Kollam, Kasargod,(1st Phase) Malappuram, Kottayam (2nd Phase) to complete the value chain trainings and institution building exercises.

RESPONSIBILITY: DMCs CONCERNED

District may prepare DPR to take up branding exercises

RESPONSIBILITY: DMCs

Marketing of Tribal products

One special product from each tribal hamlet should be identified and branded before 30th December 2022. The tribal and marketing team may work together.

RESPONSIBILITY: TRIBAL AND MARKETING TEAMS

General decisions

- ✓ Conduct plan preparation meetings (Livelihoods team) in July for Onam Mela
- ✓ Submit CEF Audit reports and ensure CEF Audit is placed as an agenda in CDS Committee meetings
- ✓ Plan for CEF Loan Mela in all CDS as part of Onam Melas
- ✓ Ensure product supply in all Nano markets and their sustainability through MECs/Sales representatives.
- ✓ Conduct monthly meetings for Homeshop, bazaar, outlets, kiosks, pink cafe', Coir and Craft Stores and Nano markets to ensure sustainability

Supply of banana chips to Civil Supplies department

Proposal should be submitted to the CSD on 19.07.2022. A format shared among DMCs for rate suggestion. All DMCs should fill the format and submit by 19.07.2022 morning itself.

RESPONSIBILITY: STATE & DISTRICT MISSIONS

11. SVEP & RKI-EDP

SVEP

- i. The phase 2 of SVEP project will end by July 2022. The project will continue, though NRO will withdraw.
- ii. The Block level Resource Centres established as part SVEP project will be converted to Employability Centre, an idea conceived in the Local Economic Development programme in Plan.

RKI-EDP

- iii. Ensure that Micro Enterprises are formed with the financial support offered under the scheme.

RESPONSIBILITY: DMCs

12. DAY-NULM

- i. Training to be provided to Urban Member Secretary's as their support is less for Kudumbashree activities.

RESPONSIBILITY: DMCs

Capacity Building & Training

- ii. Need to submit all **pending claims** regarding **RO** fund at least by Aug 31st 2022. Directions & support should be given to CDS and accountants.
- iii. Ministry permitted to give **RF manually** to those NHGs formed under NULM which have bank account in co-operative societies. RF campaign has been initiated in this regard and instructions were given to all CMMs. This

option may not be available in NULM phase 2. Considering the situation, all eligible RF requests should be sent to State Mission at least by **Aug 15, 2022**. Need timely monitoring and support from District Missions.

iv. Model CDS: 1

- 16 CDS were selected in the 1st phase. But only 11 CDS received infra fund from Dist Missions. The remaining districts should provide infra fund for the same.
- Districts are yet to submit official reports in this regard. Close monitoring from District Mission is required. Need to complete the infra work by Sept 30.

RESPONSIBILITY: STATE TEAM

Activity Planned for the next 2 months:

- Trainings for Model CDS & Model ADS (61nos)
- UPRP
- MIS data cleaning

Self Employment Programme

- v. The survival rate of micro enterprises established in urban areas need to be monitored. As a pilot the present status of ME units in Thiruvananthapuram Corporation will be analyzed, based on it the same will be replicated in all the ULBs.

RESPONSIBILITY: STATE TEAM

- vi. The DMCs should monitor the functioning of MEs in urban areas and additional financial assistance should be given to them as per the requirement.

RESPONSIBILITY: DMCs

Employment through Skill Training & Placement

- vii. All the placement linked skill trainings should be completed (including certification) by 30th September 2022.
- viii. All pending TA/ PPS claims should be sent by 31st July 2022.
- ix. All pending claims on training fees for the FY 2019-20 (final settlement), 2020-21 & 2021-22 (upto second installment) should be sent by 31st July 2022.

RESPONSIBILITY: DMCs/ NULM TEAM

13. PMAY

Executive Director informed that the consideration of new DPRs in the project is under the consideration of Ministry. The DMCs should ensure that:

- i. Grounding of all approved houses before 15.8.2022
- ii. Houses sanctioned before 20.6.2020 to be completed before August, 2022
- iii. MIS compliance to be ensured-Attachment of documents, Aadhar mismatch etc
- iv. Fund release module-completion of data entry before 31.7.2022
- v. 1st stage geo-tagging of all approved units before 20.7.2022

RESPONSIBILITY: DMCs/ PMAY TECHNICAL TEAM

14. DDU-GKY

- i. Field level monitoring is less. The DPMs were asked to submit report by 27th of July 2022, wherein the State Mission will furnish the list on field verification to DPMs for further action.
- ii. Revised sanction orders with respect to course deactivation will be issued to PIAs working under DDU-GKY & Yuvakeralam, based on financial aspects.
- iii. Districts, PIAs, Course wise mobilisation targets were intimated to districts. Based on the mobilisation requirements mobilisations camps need to be organised at district, block, CDS & cluster level.
- iv. K-Disc: Utilization Certificate should be submitted on time.
- v. Placement Verification: The Desk verification and Physical verification should be completed in a time bound manner.
- vi. The DMCs should visit the training centres randomly to analyze the quality of training, obtain feedback of the students etc.

RESPONSIBILITY: DMCs

15. Administration

The DMCs had asked for clarity on the following HR issues:

1. Contract break and annual increment of CDS Accountants, as annual increment is based on continuous work.
2. Maternity leave and contract break: The circular on maternity leave specifies the available leave period is till contract period. Therefore 6 months maternity leave in the case of contract renewal affects the existing circulars.

RESPONSIBILITY: STATE MISSION

Director (A & F) asked DMCs to maintain registers about the professionals working in Mission as Government approval is required if they are continuing in the system for more than 2 years.

RESPONSIBILITY: DMCs

**EXECUTIVE DIRECTOR
KUDUMBASHREE**