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TRANSACTION BASED SHG DIGITAL ACCOUNTING SYSTEM (TBSDAS)

IMPORTANCE OF TRANSACTION BASED SHG DIGITAL ACCOUNTING SYSTEM

Kudumbashree has 2.25 Lakh rural NHGs. These NHGs need to be continuously nurtured and supported such that they are efficiently managed and attains self-reliance. Bookkeeping plays a pivotal role in this process. The Mission has promoted manual bookkeeping in all NHGs (SHGs) and has trained bookkeepers drawn from the community to maintain the books of accounts. Efforts have been made from time to time to improve the quality of manual bookkeeping by building the capacity of the bookkeepers. These efforts have contributed to the quality of bookkeeping to a certain extent.

Notwithstanding these efforts, paper-based systems have certain inherent limitations. As the accounts are still paper based, and are to be manually tallied and consolidated at regular intervals, the preparation of books takes lot of time and often delayed. As the literacy levels of the members are relatively low both at NHG and ADS level, identifying quality bookkeepers is becoming a challenge. Also, as the honorarium paid to bookkeepers is relatively small, the dropout rate among them is very high. With the advent of new technologies such as net books, laptops, desktops, mobile based applications, tablets etc., the bookkeeping of NHGs and their federations like ADS & CDS can be digitized to get real-time data and reports based on such data.

Considering the field level constraints in implementing manual bookkeeping and given the advantages of using digital technology, NRLM, MoRD has decided to introduce Transaction Based SHG Digital Accounting System (TBSDAS) to simplify the process of accounting practises. Kudumbashree has also decided launch this digital accounting system for rural NHGs in Kerala, to enhance the quality of bookkeeping as well as performance of NHGs through reducing drudgery of manual bookkeeping, simplify accounting systems and increase transparency and accountability in NHG functioning. The digital accounting also enhances the creditability of NHGs among various stakeholders viz., NHG members, federations such as ADSs and CDSs, financial institutions, mission management units and line departments. It also facilitates effective decision making at NHG, federation and Mission levels. Through TBSDAS, NHGs could also manage funds from multiple programmes, and different loan products with varied rates of interest and repayment structures.

HOW DIGITAL NHGS STARTED

Before going to start the digital NHGs, Kudumbashree has prepared following rollout plan.

Preparation of Action Plan

Head Quarters (HQ) prepared action plan for rolling out TBSDAS, clearly indicated the following activities with timelines, persons responsible for each activity, amount and source of funding.

1. Format of transaction data collection sheet distributed to CDSs;
2. Training conducted for district mission staff, block coordinators, CDS accountants and data entry resource persons
3. Procurement of devices (Laptops, SIMs and Data cards) at CDS level
4. Completion of NHG audits;
5. Completion of NHG profiles at national portal;
6. Preparation of NHG Cut-off sheet and monthly transaction data sheet
7. Verification of NHG profiles and transaction data sheets
8. Arrangements made for uploading of NHG profiles and NHG transactions as per progressive manner.

Activities Relating to Laptop Procurement

1. Considering availability of funds, HQ decided the specification of Laptop and data card to be purchased. Considering availability of network coverage and other field situations, CDSs has decided the selection of internet service provider in field area
2. HQ finalised the quantity of the devices to be procured in the way of one laptop and one data card at each rural CDS
3. To avoid delays in decision making and purchase and all procedural hurdles, HQ adopted "Community Procurement System through CDS" for purchase of equipments.
4. To complete the procurement of devices in time bound manner, monitoring responsibility is assigned to district mission.
5. 940 laptop and data cards are procured through CDS by the end of February, 2018.

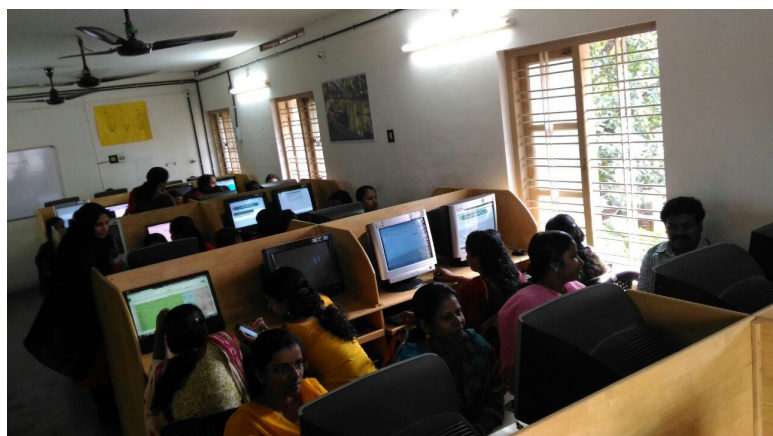
Activities Related to NHG Books of Accounts

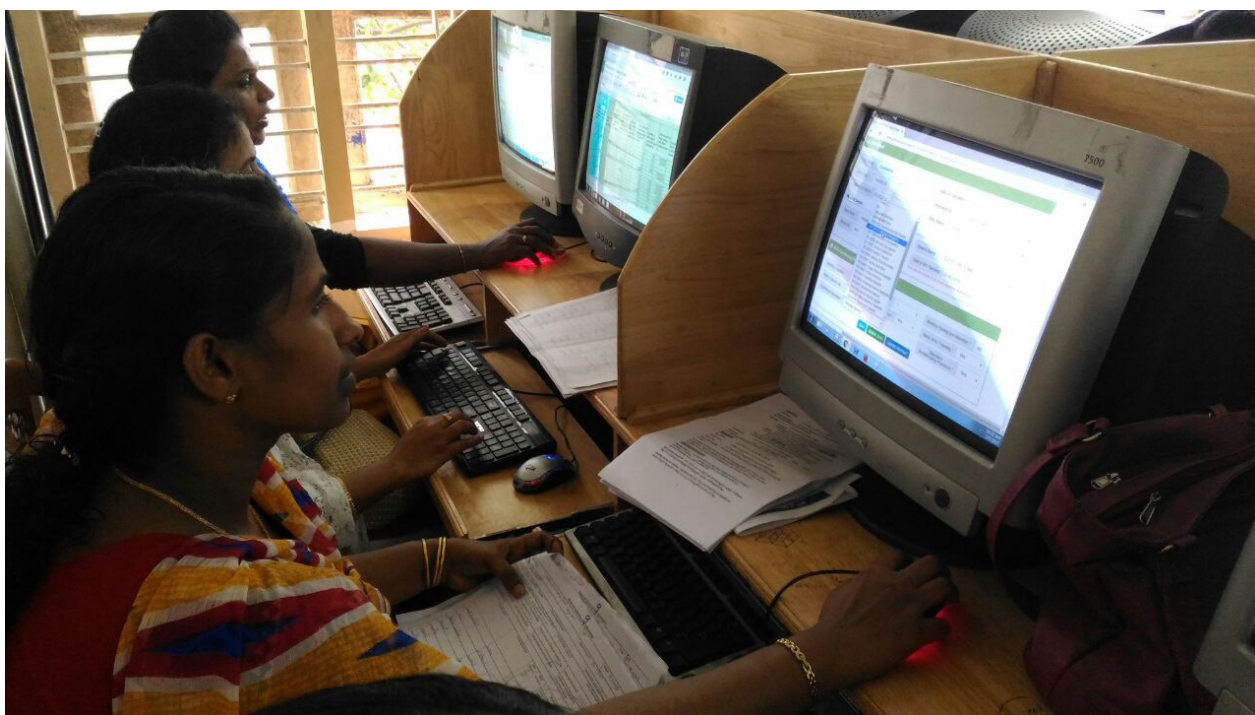
1. Transaction data sheets printed CDS level. It is used by data entry resource persons to collect data from NHGs .
2. NHG books of accounts might be updated by NHG secretary/president /other bookkeepers correctly and consistently.

3. Measures might be taken at CDS level to complete NHG profile at portal (<https://nrlm.gov.in>), verification of NHG members at portal (<http://www.cbوترans.nrlm.gov.in>) , before starting TBSDAS data entry.
4. Before preparing Transaction data sheets, NHG books of accounts shall be updated and NHG balance sheet tallied.
5. NHG profile data entered prior to entering NHG transaction data sheets. Entering NHG profiles and transaction cut-off data is a one-time activity for capturing historic data of NHGs.

Capacity Building Community Based Organisations (CBOs), CBO members and Mission Staff

1. District level MIS charge staff viz., Microfinance, Block Coordinators, CDS accountants and data entry resource persons (RPs) oriented for 2-3 days on management of transaction based SHG Digital Accounting system prior initiating the rollout.
2. Also, it is regularly oriented the staff and others from time to time on changes made to the application.
3. One master trainer from each district is selected and trained to coordinating the TBSDAS activities and conduct district/block/CDS level training.
4. One day Review-cum-Refreshers trainings for district programme managers, block coordinators, CDS accountants and RPs, conducted on a monthly or Bi-Monthly basis at state/district level for plugging the knowledge and skill gaps.
5. The Data Entry Resource Persons (RPs) trained either by CDS accountant/master trainer, or Mission staff.





Verification of NHG Profiles and Entry of Transaction data Sheet

1. Assigned CDSs as data entry point. Firstly, Data entry RPs verified the entire members in NHG should be same as that of NHG registers. Collected transaction data from NHG registers and uploaded into national portal by RPs. Also, payment mechanism by CDSs for this purpose developed.
2. The Transaction sheet prepared on monthly basis and entered into the system. All the weekly transactions that happened have aggregated on monthly basis.
3. The Mission staff ensuring that all NHGs and members level transactions are captured in the transaction sheet and uploaded in TBSDAS regularly.

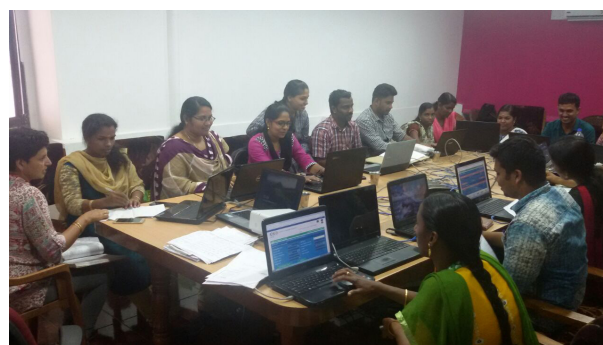
Monitoring Rollout of TBSDAS

1. CDS accountants, Block Coordinators, and MIS in charge District programme managers (DPMs) are responsible for monitoring of capacity building and updating of data on a daily basis in their operational area.
2. The District Level DPMs are responsible for implementation, conduct trainings and rollout of TBSDAS at the district level.
3. The District level DPMs are responsible for coordinating with HQ and resolving all technical related issues.

Guidelines issued

Guidelines for following activities issued.

1. Specifications of device procurement, process to be adopted and source of funding
2. Rollout of TBSDAS as pilot model in Edappally block at Ernakulam district and state level rollout guideline issued.
3. Data entry resource persons identification, hiring,



4. incentive/payment modalities and capacity building
5. Roles and responsibilities of various stakeholders' viz., CDSs and Mission management functionaries as well as monitoring mechanisms
6. Capacity building of district and block level staff (District officials including District Programme Manager, NRLM accountant, Block coordinators)

CHALLENGES AND METHODS TO OVERCOME CHALLENGES

Challenges

Main challenge is slowness in data entry. This may be due to following reasons

- Drop out of data entry resource persons due to improper knowledge of work before joining, payment issuing delay happening in completed work at district mission side, work started without proper understand in process flow.
- Incomplete NHG profiles occurred at national portal. As this is base data to start transaction data uploading, complete status is required in all NHG profiles.
- Lack of proper refresher training occurred in CDS and Block levels.
- Lack of monitoring in CDS and block level.
- Lack of technical help desk system

Methods to overcome challenges

- Instruction given to all district missions regarding,
- Timely payment issued to RPs based on completed work.
- Priority may be given to Transaction based SHG digital accounting system while transfer fund to CDSs
- Proper awareness of 2-3 hours should be given to newly hired RPs. This may be based on presentation based knowledge transfer.
- All CDS accountants may take lead role in monitoring and ownership of application.
- Proper hands-on training given to all levels such as district, block and CDS level
- Help desk system is setup in HQ. Error reporting system developed as part of help desk support. So Concerned district/block/CDS staff can report technical errors into this online page.

- To strengthen monitoring system, block level coordinators are included and assigned each block's MIS charge to them.

PRESENT STATUS AND DATA

- Initial level training is completed in all rural CDSs. As dropout rate of data entry RPs increased, awareness should be given to data entry RPs compulsorily before hiring RPs.
- Guideline and user manual is circulated to all rural CDSs through district missions
- Progress status reviewing at every programme review meeting (PRM) at state/district level
- Out of 2.25 lakh rural NHGs, 43212 rural NHGs transaction data is uploaded into national portal.
- Present district wise data is given below

Sl. No.	District	NHG Uploaded
1	ALAPPUZHA	1565
2	ERNAKULAM	5154
3	IDUKKI	3860
4	KANNUR	2229
5	KASARGODE	2547
6	KOLLAM	2617
7	KOTTAYAM	1037
8	KOZHIKKODE	853
9	MALAPPURAM	1382
10	PALAKKAD	7138
11	PATHANAMTHITTA	1285
12	THIRUVANANTHAPURAM	7028
13	THRISSUR	5421
14	WAYANAD	1096
Total	43212	

FUTURE PLANS

- Planning to include ADS and NHG officials for preparing the transaction data sheet. Trainings will be conducted to include these stakeholders into system
- Refresher training will be conducted for district, block and CDS level staff
- As part of including CDS accountants into monitoring responsibility, a format will be shared to all rural CDS accountant. Regular progress will be recorded in CDS registers using this format.
- As NRLM developed new CDS wise report page to show CDS progress, monitoring of this will be included in every review meeting.
- To strengthen block progress monitoring, online page will be shared for all block coordinators to record their block progress
- All rural NHGs will be digitalized by the end of FY 2018-19.