

IFAD assisted PTSLLP

Minutes of the Review meeting of DIOs and District staff held on 12th Nov- 2015.

A review meeting with DIOs and District staff was conducted, on 12th November 2015 at PMSSS, Kalapet in Villupuram District by Thiru, L. Raja Additional Director.

The following officials attended the meeting:

1. Senior Rural Finance Manager
2. M&E Manager
3. C&IT Manager
4. DIOs of Thiruvallur, Kancheepuram, Villupuram, Cuddalore, Nagapattinam and Kanyakumari districts
5. District Coordinators, CDOs, EDOs, M&E(O)s and FAOs attended the meeting.

At the outset, the Additional Director expressed thanks for the action taken on previous meeting held on 07.10.2015 and emphasized to work hard to achieve the projected plan keeping in view the ground reality. For the first time the review was made with power point presentation carrying **audio video on success proved projects** in other states and motivational songs in between. It was stressed that the 1st phase of PTSLLP the entire components should be completed before 31.03.2016 and to start second phase work of TNSLLP in other districts from April 2016 in the new districts positively.

The following subjects were discussed and reviewed.

1) Bi-Annual Review of Planning Workshop

109 bi-annual review of planning workshops were completed in all PLFs.

A Documentation of the bi annual review of planning workshop made by all districts were received.

- **Next half yearly review would be commenced from January 2016 and be completed before February 2016 soft copy may be sent to PMU which would enable a state level report and for posting in our website.**

(Action: M&EO)

2) Community Exposure Visit 2015-16

56 community exposure visits were fully completed .A district level one day community exposure visit was completed. 4 districts had already sent the document ,Kanniyakumari and Cuddalore are yet to send which is noted with displeasure .**kanniyakumari and Cuddalore should send the document before 20.11.15 to state office.**

(Action: CDO)

3) Equipments to PLF.

All equipments for internet connection shall be procured and issued to PLFs before 25.11.2015 for which orders have already been issued. The savings in the purchase of equipments fund will be utilized for internet facilities for community contact and empowerment.

- It has been decided to have interaction with PLF and CRCs on every Monday through Skype from PMU and on friday from DLO to CRC/PLF.
- **Email id, skype id and smart phone numbers of PLF office bearers and Book keepers if available should be consolidated and to be sent to state mail before 25.11.2015**

(Action: EE / DIO)

4) Cluster Resource Centre

- Salary to the CRC staff shall be paid before 05th of every month for which DIO should watch and ensure prompt payment.
- A suitable amendments in MoU would be made for operating contingency funds of CRC jointly by a Accounts Officer of DIO and Cluster Coordinator for making drawal of cheque maintenance and other important issues. Inter transfer of CCs may be done after 31.12.2015.

- One CC may be positioned to Pachayankuppam Cluster earlyt through FNGO by DIO cuddalore.
- CRC staff should have whatsapp link for quick communication and success sharing among all stake holders.
- ID cards to CRC staff may be prepared with IFAD logo DIO should issue for which instructions will be issued from state office.
- Every Monday DIO should review all CRC staff at headquarters and on Friday through skype for using effective communication techniques.
- It is suggested to provide a cap with blue and green a coat for PTSLP staff to make a identity and feel on community showing good gesture to IFAD staff. DIO Tiruvallur and DIO Viluppuram are requested to send a proposal to that effect to State Office before 25.11.2015 based on which suitable orders would be issued in due course.

(Action: DIOs)

5) Engaging Consultants

Fine tuning the performance of Consultants is required and appraisal would be taken on half yearly basis by PMU. **Tmt. Sameera** consultant did not attend this meeting which is noted with displeasure. **Tmt. Clara** State Coordinator had informed that she had personal issues and did not attend which is also not acceptable reasons. Next time it will be held against the absentees.

DIOs were requested to closely coordinate with consultants and extract more good work from the consultants. Additional Director had informed that each consultant to suggest two sustainable livelihoods activities in producer company mode which will be made through PLFs.

- Thiru. Sundaram, suggested for prawn pickles and poultry feed in potential areas. Thiru. Soudararajan suggested for Ice factory in centre place in Cuddalore district and Share Auto by JLG. Thiru. Vaithyanathan suggested for Tomato sauce and Kitchen garden. Dr. Premnath, Kanyakumari suggested Weaving diary and Banana Cultivation, Gage fishing and goat rearing. Thiru. Ramesh Kannan, suggested small archery and milk cooler in Villupuram district. Thiru. Selvaraj, – Nagapattinam suggested Dry fish marketing and vegetable marketing.

Additional Director mentioned that suggestions and initiatives with their experience in different department have been received and EDOs will have to analyse the suggestions of Consultants.

- A viable proposal at two per district with all relevant details may be submitted for discussion with advisory Meeting of PLFs fixed at Chennai on 27 th November 2015..
- It has been proposed to depute one consultant to each district and Two for Nagai and Kanyakumari district according to requirement / convenient and the number of consultants will be decreased / increased according to need from 01.01.2016.

(Action: SRFM / Consultants/EDO)

6) BDC arrangements:

32 PLfs are acting as BDC with ICICIC bank and Pallava Grama Bank. A sum of Rs. 20.00 lakhs was provided for BDC in AWPB which was utilized but not reported to PMU. The expenditure are to be booked in relevant head.

- Office bearers who are attending bank work as BDC incur travel costs and requested for payment of Charges of Rs 2000/- per month as given to Community Bank coordinators in PVP and TNSRLM. PMU will issue suitable instruction in this regard.
- One time discussion cum review with BDC representatives with bankers at PMU would make their performance be improved in December.

(Action: SRFM)

7) Refresher training on Insurance

Six districts conducted this training and One more Insurance training should be given during December 2015. Cell phone charges to spearheads may be paid as per norms.

- State will organize for Spearhead training under insurance shortly.

(Action: M&E.M)

8) Product Innovation Fund : Bio Gas plants

Out of 300 plants proposed 110 were completed and 46 plants in progress and 100 plants are targeted for November as assured in coming month that should be completed. Vivekanda Kendra may be followed up to concentrate on BIO gas plants by DIO and M&E.M.

- Kancheepuram , Nagapattinam and Cuddalore should make payment for completed biogas plants as per norms so that financial expenditure would be incurred.
- Proposal for subsidy from DRDA may be sent to DRDA and should be monitored by CDO / DIO of the district.
- It was decided to construct 5 biogas plants by another agency in Tiruvallur district in pilot village to make a competitive and quality work.
- The work relating to erection of Bio gas plants will be entrusted with M&E(O) of the district hereafter.

(Action: M&E(M) / DIO / M&E(O)

9) Book Keeper Salary

Salary should be given 5th of every month. The book keepers will be given one refresher training on Tally and Internet and accounts in due course

(Action: M&EM and DIO)

10) Engaging Auditors for SHGs

Out of 5055 SHG Audit 3031 were completed and the balance should be completed before 31.12.2015 and the report should reach PMU by 15.01.2016.

(Action : CDOs / AOs)

11) Vocational Training

Out of 500 target 378 training were completed . Thiruvallur just started training.

Proportionate target should be achieved and students may be sent for training to the existing approved institutes for next batch .A meeting of the heads of institutions will be convened with CDOs.

- Data of the trained persons and employment details with phone nos of beneficiaries shall be collected and sent to this office before 30.11.2015.

(Action : DIO / CDOs)

12) Vulnerability Reduction Fund

The DIOs were instructed to pay more attention for the collection of over dues from the beneficiaries under VRF. Month wise Target is also should to be fixed to PLF /CRC and CDO. It was informed that repaid amount about 2 crore is available under VRF and special loan are to be given as new loans to the individual vulnerable people with a interest of the rate 6%P.A as per norms.

(Action: M&E(M) / DIOs)

13) SHG credit linkage

Out of 5498 lakhs , the self set target for SHG credit linkage,1926 lakhs were provided upto October.Special grading plan in November / December shall be arranged. The CDOs may be fixed responsible for this work.

- A loan mela may be organized during the coming months.
- State level banker orientation is planned in December to encourage and share with the bankers for lending loans.

(Action: SRFM / DIOs)

14) IGA training

Out of 1000 target, 838 training were completed. Pending IGA training shall be completed before 31.12.2015.Those who were trained shall be given / financial assistance to take up the Micro Enterprises employment support and JLG formations shall be done.

- Data on training given under IGAs shall be tracked under IGA

(Action : DIO / EDOs)

15) Micro Enterprises Development by PTSLP

It is proposed to utilize for issuing small loans upto Rs. 15000/- for individuals, widows, destitute and differently abled etc. PMU will issue the instructions in this regard

- Special efforts should be initiated to recover the dues from the PTSLP funded MEDs.

(Action: DIOs, EDOs & AOs)

16) MED by NABFINS

Micro enterprises proposal would be finalized for JLGs and subjected to NABFINS before 20.11.2015 as per assumed target given below.

Thiruvallur - 21 Kancheepuram – 28 Villupuram – 14 Cuddalore – 54

Nagapattinam – 82 Kanyakumari – 60.

(Action: DIOs& SRFM)

17) Panchayat level Federation

- Agricultural concept shall be implemented in our project through PLF .
- Vegetable kitchen garden wherever possible where there is space PLFs may be encouraged to do it before December 2015.
- For selected households, seeds / seedlings will be provided for kitchen gardens with convergence.
- Agricultural cultivation in small area of porambokes / leased lands may also be explored. .
- At least one PLF may be identified for under taking work as a producer company in each district.
- Any two PLFs in each districts may be piloted before 15.01.2016 for roof garden cultivation.

(Action: Consultants / DIOs)

18) General:

- What was assured in previous meeting were achieved / performed is appreciable.
- PTSLP success and achievement shall be propagated. It has to be planned adequately to attract at the National level interest through website additions.
- Any suggestion and ideas of innovations from / staff will be appreciated.
- In future the review will not be in booklet form but through power point presentation.
- In each completed building, with IFAD logo with uniform color for each building shall be provided.
- EB connection should be invariably obtained from the EB authorities since internet facilities are to be made for PLF buildings before 25.11.2015.
- DIOs will be coordinating on FMS functions by Federations with help of SIFFS.
- Pending Ice boxes to the members to be distributed in Nagapattinam before November.
- A printed album with good photograph of completed civil works shall be prepared before 30.11.2015 and sent to PMU in order to write to Government whether the completed buildings can be inaugurated by video conference .
- PLF audit report for the financial year should submitted before 25.11.2015
- CDs will be sent to DIOs for displaying to PLF / Community gathering for creating awareness through community development officers.

(Action: DIO / Field Staff and Engineering Wing)

**Principal Secretary/
Project Director**

To:

All Concerned

PTSLP

Tamillnadu

