



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

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### OFFICE ORDER

#### **Action Plan for expansion of Community Health & Nutrition Care Centres**

As per the project requirement we have planned to expand the Community Health Nutrition Care Centre (CHNCCs) intervention in Bihar where SHGs and VOs are mature and willing to manage CHNCC activity. A mission mode is being adopted in selected districts from 3<sup>rd</sup> July -30 Sept 2014, for a period of 3 months. Considering the intensive effort required for pre establishment preparation of CHNCC the concerned districts and block team will actively take responsibility to complete the entire process of CHNCC establishment. To accomplish this expansion plan following key tasks to be done:

Tas ks No.	Key Tasks	Sub Activities	Responsibility	Time (Days)
1	Selection of Block for CHNCC	Rank blocks based on maturity/willingness of VOs	DPM & M-H&N	1
2	Screening of Revenue Villages	Finalize top ranked Revenue village	M-H&N & BPM	7
3	Needy Village selection	Village Health Profile (Base line data)	CM (incentive) and J.S. (if available)	12 days
4	Community Mobilization	Intensive SHG and VO wise community mobilization in all respective CHNCC VO & Opening Separate Bank Account of nodal VO	a.3-J.S. or -1/2+ CM/VO leader (incentive) b. 3 CRPs (CRP Hon) c. Respective AC&CC and M-H&N	15-30 days
5	Fund Transfer	L.C.M.	DPM, M-H&N & FM	7 days
6	Procurement	Procurement of Establishment items	VO & Procurement committee (with support of respective AC/CC)	15 days
7	Opening of CHNCC	Inauguration	BPM	1 day

*[Handwritten Signature]*

To accomplish the assigned tasks following direction are given to all respective DPCU and BPIU team:

1. Apart from Manager- H&N already posted in the district, following Managers H&N have been deputed temporarily in the proposed districts for 3 months assignment from 07/07/2014 to 30/09/2014 to provide support to the field team.

SL	Name of Assigned Districts	Name assigned M-H&N	Parent District
1	Purnia	Mukesh Kumar	Purnia
		Sunil Kumar	Katihar
2	Madhubani	Manjit Kumar	Madhubani
		Satish kumar	Gopalganj
		Chhatu Das	West Chmparan
3	Gaya	Sambhu Prakash	Gaya
		Deepak Kumar	Rohtas
		Ajit Pal	Lakhisarai
4	Saharsa	Shobha Shaw	Saharsa
		Neeraj Kumar Singh	Begusarai
5	Madhepura	Arun Kumar	Madhepura
		Tapan Ball	Kisanganj
6	Supaul	Rajneesh Kumar	Supaul
		Ajit Kumar	Aurnagabad
7	Khagaria	Balaji Mahapatra	Khagaria
		Shailendra	Banka
		Sangita Kunj	Samastipur
8	Nalanda	Maushmi Rani	Nalanda
		Ajit Kushwaha	Arwal
		Gudiya Kumari	Jehanabad
9	Muzafaarpur	Ranjan Kumar	Muzaffarpur
		Rajeshwar prasad	East Champaran
		Raman Kumar	Sheohar
10	Patna	Priyanka Kumari	Patna
11	Darbhanga	Amit Kumar	Darbhanga

N.B. Md. Nurul Hoda- Purnia, Md. Sagir Alam -khagria, Md. Murtaza Ali -Muzaffarpur and Ms. Rajiya Sultana -Gaya will also be assigned after the end of the "Ramjan" (i.e. 1<sup>st</sup> Aug to 30Sept 2014).

**The respective DPM shall assign clearly demarcated area of operation to each of the M-H&N and coordinate their activities.** Apart from above assigned managers the Home Science Interns will also provide support in this expansion plan of CHNCC establishment.



1.1. The place of station will be assigned district or convenient place in assigned blocks of the district. During the said three months of assignment period following tasks to be performed:

SL	Key Tasks/Activities	Sub Activities	Responsible person
1	Village health Profiling/Base line data collection	Orientation of CM, JS and CC	M-H&N
		Conduct Village health profiling through Cadre and finalise villages for CHNCC establishment.	CM & JS
2	Community Mobilization	Orientation of Jeevika Saheli and CRPs- CHNCC for Community Mobilization drive through Team of J.S. and CRPs.	M-H&N
3.	Completion of required document and submit at DPCU for CHNCC fund disbursement.	With due process submission required document to DPCU and ensure CHNCC fund transfer.	BPM
4.	Facilitate for procurement of required establishment items.	Ensure procurement of required times as per community procurement guideline.	M-H&N & VO procurement committee
5.	Training of CHNCC functionaries	Training of J.S., Book keeper, and Cooks about their role & responsibility.	M-H&N/ Nutrition Consultant

Each Manager will ensure establishment of 15 CHNCC in said assignment period.

**1.2.The Provision and support to be given to assigned Manager- H&N during the said assignment period:**

SL	Provision	Provision and Support	Responsible officer
1.	TA/DA	Local conveyance cost will be reimbursed by the assigned district as per actual claim made by the M-H&N under HRD Norms of category III. (stationed place will be considered base place/head quarter for TA/DA claims)	DPM/DFM of assigned district
2.	Vehicle (4 wheeler)	Per month 6 days separate Vehicle support to each M-H&N under appropriate budget of district level Vehicle hiring.	DPM/BPM
3.	Accommodation	Accommodation cost as per actual under maximum limit of Rs. 10,000/- per month. The DPCU will make direct payment of rent expenses of Manager- H&N to the hotel or private House owner against the claim voucher or bills.(This provision is given for special case)	DFM
4.	Salary	Parent district will make payment of monthly salary of concerned M-H&N based on the attendance sheet submitted by the DPM of the assigned district through mail on last date of the month.	<b>Absentee</b> – DPM of assigned District. Salary – DPM of Parent District
5.	KPI	The achievement of the each assigned Manager will be considered during the current FY performance appraisal.	SPM-(H&N)/(M&E) & respective DPMs

## 2. Support of Community Mobiliser, Jeevika Saheli and CRPs for CHNCC establishment

### 2.1 Village Health Profile (base Line Data):

During establishment of CHNCCs intensive **community mobilization** is to be done in the villages. So Block team will facilitate and assign the existing Community mobilizer (CM) & Jeevika Saheli to **prepare Village health profile (base line data)**. Most of the base line data will be obtained during scheduled weekly meeting of respective SHGs and data related to malnutrition will be taken in respective HHs. Manager- H&N will give one day proper orientation for preparing Village Health Profile in a prescribed format. The respective CM & Jeevika Saheli would be paid incentive at the rate of Rs. 250/- for preparing one village health profile of one VO. The payment of incentive would be done by the BPIU based on the copy of village health profile submitted to BPM & M-H&N under appropriate cadre payment heads (CID).

### 2.2 SHG & VO wise Community Mobilization

After completion of Village health profile the BPIU will finalise the list of top ranked Villages for further community mobilization. The community mobilization would be done by team of three members' as given below:

1. 3 Jeevika Sahelis of respective panchayat/nearby villages or 1 Jeevika Saheli and 2 active VO members trained and accredited by the M-H&N.

or

2. 3 members CHNCC-CRPs oriented by M-H&N

#### 2.2.1. The SHG/VO wise community mobilization would cover following check list :

- i. Sharing about health findings (base line date of health profile) of the village.
- ii. Sharing of 3 basic services of CHNCCs  
(a.) Contribution based three meals for pregnant, lactating & children, (b.) Health education and Individual health counselling proper care during pregnancy and Lactation and  
(c.) Ensure services and facility of govt through VHSND and JBSY
- iii. Willingness of SHG and VO to run CHNCC.
- iv. Role of VO and nodal VO for running CHNCC.
- v. Discussion to selection of nodal VO.
- vi. Identify place of CHNCC etc.
- vii. List of target beneficiaries.
- viii. Participate village level joint meeting of all respective VOs and SHG members and other key stake holders of the village for finalising the CHNCC opening and nodal VO selection.

#### 2.2.2. Incentive for Jeevika saheli and Trained SHG members and CRP-CHNCC.

- Each Jeevika Saheli or trained VO members would be paid incentive of Rs. 500/- by the respective BPIU for completing above listed community mobilization process activities. The payment would be based on the recommendation of respective VO and submission of list of target beneficiaries to BPIU. The payment would be done under cadre payment head of CID budget head.
- The community mobilization process would also be done by trained CRP- CHNCCs. And during this assigned period total 100 units of CHNCC CRP drive would be carried out in above mentioned districts. Each three member CRP-CHNCC team would complete at least 3 VOs in 15 days of CRP drive. The honorarium of each CRP team would be as approved CRP policy and accordingly the tentative budget cost is Rs. 10350/- for 15 days community mobilization drive to be done 3 members CRPs. Each CRP team will cover maximum 3 CHNCC VO level community mobilization in respective SHG & VOs in 15 days of one CRP

drive program. Hence each block will plan requirement of CRP drive accordingly and per block may plan maximum -5 CRPs for said three months period. The payment of CRP would be done as per CRP policy.

### 3. CHNCC Fund:

As per earlier approval following budget amount is required for each CHNCC VO under following components of CHNCC budget head of the project CIF fund:

Sl	CHNCC Components	Budget Sub head	Unit cost (Rs)	Total Cost
1.	One time CHNCC cost	Establishment Cost	50,000/-	50,000/-
		Revolving Fund	1,50,000/-	1,50,000/-
2.	CHNCC Management cost			
	Food Cost A.	Pregnant & Lactating	32/-per day per person	72,000/-(Average 25 persons/CHNCC/QR)
	B.	Children (7-12 months)	5/- per day per child	4500/- (Average 10 children/CHNCC/QR)
	C.	Children(13-24months)	25/- per day per child	33,750/- (Average 15/CHNCC/QR)
3.	Cost other services	Hono. of + medical exp	4500/- per month	13,500/- per QR
4.	Contingency cost		200/- per month	600/- per QR
	<b>Total Cost (Rs.) per CHNCC</b>			<b>3,24,350/-</b>

Based on completion of community mobilization and all required document of application of nodal VO the respective BPIU will do Loan Committee Meeting (LCM) at block level where respective BPM, CC & AC and M-H&N will do this LCM and send it to DPCU for sanction of fund. The CHNCC management cost will be calculated as above criteria. The each CHNCC would be given the CHNCC fund (including one- time cost, management and other cost) for next 3 months to respective CHNCC VO and each quarter CHNCC VO would submit utilization certificate to BPIU and take next three months management & other cost of CHNCC. The fund would be transferred in separate CHNCC Bank account opened by the nodal CHNCC VO. BPIU will submit quarterly fund requisition for CHNCC in month advance with UC of two months expenditure.

#### Financial Management:

SL	Activities Head	No. Of units/M-H&N/block	Details of Unit cost (Rs.)	Total estimated cost	Required based document for fund payment
1.	CHNCC Cost under CIF/CIS Budget head	15	3,24,350/- per CHNCC VO	48,65,250/-	LCM and Application of nodal VO for fund
2.	Incentive for Village health profile per block-CID/IBCB	100	250/- per VO village health profile	25000/-	Submission of Health profile.
3.	Community mobilization Drive (CRP, Jeevika Saheli+other)-CID/IBCB	5	10,350/- per CRP drive or Rs. 500/- per J.S. X 3 JS+	51,750/-	Completion of CHNCC Application documents

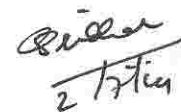
4.	Orientation training of J.S.,CRP and others - CID/IBCB	10 units/days	5250/-per day for 30 members	52,500/-	Bills of expenditure
5.	Per Manager-H&N Cost (CID)/IBCB				
	A.TA/DA (max/month)	As per actual	11,000/-pm	33,000/-	As per TA claims
	B. Accommodation cost	As per actual	10,000/-pm	30,000/-	Claim voucher/bills by house/hotel owner
	C. Vehicle (4 wheeler)	6 days/month	9000/-	27,000/-	Raised bills of Vehicle owner (as Per day approved limit of the district)
A	Total cost CHNCC under CIF/CIS head (Rs.)			<b>48,65,250/-</b>	
B	Total CID/IBCB cost per 15 CHNCCs or per assigned M-H&N (Rs.)			<b>2,19,250/-</b>	
	<b>Total cost (Rs.) per M-H&amp;N or per 15 CHNCCs</b>			<b>50,84,500/-</b>	

The fund for CHNCC will be releases under following mentioned budget heads:

Budget Head	BRLP Budget head	NRLP Budget head
CIF –CHNCC budget cost	2..2.1. health & Nutrition {Revolving fund, CHNCC Items (establishment) cost, Food and other service cost}	4.1.3.7 CIF/other social welfare activites
Incentive-CM/Jeevika Saheli/other	1.1.5.1 Honorarium to CM/Jeevika Saheli/other trained cadre. 1.1.5.11 Jeevika Saheli	3.2.4.7 Hono to CBO members
Community mobilization drive	1.1.5.2. Hono to CRP	3.2.4.7 Hono to CBO members
Training to Cadre	1.2.2.2. CB of cadre	3.2.5.4 Other CBO trg& CB
TA/DA of staff (M-H&N)	4.1..1.2 TA/DA	2.1.1..3 TA/DA

In order to facilitate speedy implementation and reduce delays in fund flow 50% of approved project cost shall be released to respective DPCU. The DPCU shall ensure expenditure as per established norms and no deviation shall be allowed without prior approval of CEO.

**It shall be the responsibility of DPM, BPM and deputed Manager-H&N to ensure the achievement of targets.**



**(Sridhar C.)**  
Chief Executive Officer  
-cum-  
State Mission Director

CC:

- 1) Director, OSD, CFO, FO, PCs, PS, SPMs, SFMs
- 2) All DPMs/DPM-Incharge/FMs/ Manager-H&N
- 4) IT Section.