

THIS AGREEMENT IS MADE ON \_\_\_\_ . DAY OF \_\_\_\_ .. MONTH OF THE YEAR \_\_\_\_ .. BETWEEN:

1. (Name of CLF) \_\_\_\_\_  
belonging to \_\_\_\_\_ Block \_\_\_\_\_ District of  
\_\_\_\_\_ State with the permanent address \_\_\_\_\_

**AND**

2. (Name of CLF) \_\_\_\_\_  
belonging to \_\_\_\_\_ Block \_\_\_\_\_ District of  
\_\_\_\_\_ State with the permanent address \_\_\_\_\_

**AND**

3. (Name of CLF) \_\_\_\_\_  
belonging to \_\_\_\_\_ Block \_\_\_\_\_ District of  
\_\_\_\_\_ State with the permanent address \_\_\_\_\_

**AND**

4. (Name of CLF) \_\_\_\_\_  
belonging to \_\_\_\_\_ Block \_\_\_\_\_ District of  
\_\_\_\_\_ State with the permanent address \_\_\_\_\_

The above parties have entered into an inter-se agreement and the parties thereof, have mutually agreed as below,

The Activities, Roles and Responsibilities, Fund Utilizations, Monitoring and evaluation .. are going through the SVEP guide line.

### **Agreement for Nodal CLF**

We, the Representatives of \_\_\_\_\_ NCLF. This Nodal CLF has \_\_\_\_\_ selected Members/Representatives from concerned CLF in the \_\_\_\_\_ and the Nodal CLF is responsible to start and develop the Micro Enterprises in this SVEP Block. We, the leaders of CLF, have consensually prepared and signed this agreement on our own volition.

1. For our Nodal CLF, financed with community enterprise fund (CEF) SVEP \_\_\_\_\_ amount. For this purpose, we have opened bank account at \_\_\_\_\_ Bank, \_\_\_\_\_ Branch with account number \_\_\_\_\_ ..
2. This aforementioned amount, will be utilized in the setting up and functioning of the Block Resource Centre (BRC) by the Nodal CLF.
3. We will work as per the project, SVEP norms and conditions. If any default is made, the entire responsibility will be borne by the members of this Nodal CLF (NCLF).
4. The owner of the assets is the aforementioned NCLF, of whose members we are.
5. We will support to conduct training and ME developmental services like Orientation training, Potential Entrepreneurs Identification, Hand Holding Support, Credit Linkage, Market Support etc. Additionally, we will agree to the orders and suggestions for the smooth running of this BRC.
6. We, the members of this NCLF, will ensure the continuity of our service in this project. Addition of new members or removal of an existing member will have to be approved by the SRLM under the guide line of SVEP.

If any of the members/ CLF of this project violates any of the above clauses, the SRLM can choose to take suitable actions against that.

### **Agreement for Block Resource Centre**

We, the above mentioned Cluster Level Federations at \_\_\_\_\_ Block have come together to constitute the Block Resource Centre . Management Committee. We have consensually prepared and signed this agreement on our own volition.

1. The Block Resource Centre will be located at \_\_\_\_\_ and is responsible for promoting enterprise development in the block.

2. The Block Resource Centre is supported under Start-up Village Entrepreneurship Programme, and will follow the guidelines issued by the \_\_\_\_\_ State Rural Livelihood Mission
3. The Block Resource Centre - Management Committee will comprise of 2 members from each CLF: one office bearer: President / Secretary / Treasurer, and one Livelihood Sub-committee representative.
4. The SVEP bank account will be opened and operated by the Nodal CLF formed above. The decisions of the BRC Management Committee will be the basis for operating the bank account.
5. There will be 2 office bearers . President and Secretary, chosen among members. The office bearers should be from 2 different CLFs.
6. The President is responsible for the following things:
  - Prepares the agenda and preside over meetings
  - Ensure sufficient consideration of issues - Sum up problems, discussion points, and decisions.
  - Try to promote consensus. Record votes if necessary
  - Ensure decisions are carried out and communicated to the CLFs, VOs, and SHGs
  - Check the minutes are an accurate record of the meeting, with decisions clearly signed and specified and sign it
  - Confirm the time, date, and location of the next meeting
7. The Secretary is responsible for the following things:
  - Assist the President in day-to-day matters.
  - Maintain minutes and records in an accurate filing system
  - Ensure a quorum is present before any meeting
  - Read out all correspondence received and report any action taken since last meeting
  - Keeping members up-to-date about dates for other meetings and events.
8. Meetings
  - The BRC - MC will convene at least once every 30 days, and if need arises . as and when required.
  - All members tenure will be co-terminus with the CLF tenure.
  - 50 % of the members, with minimum one member from each CLF , would make up the quorum. A meeting will not be valid if the quorum is not met.
  - Every decision must be agreed upon and accepted in the committee meeting with a majority vote of those present and voting.

9. The Block Resource Centre will ensure the following things
- Ensure the VO supports the entrepreneur mobilisation process
  - Ensure the SHG does the entrepreneur appraisal
  - Ensure the VO and CLF monitors the training process
  - Ensure the VO monitors completion of the viability check and business plan
  - Appraise the business plan and forward the loan proposal for sanctioning
  - Disburse the loan amount, as decided by the report shared by the Project Sanction Committee
  - Ensure that loan amount is received by the entrepreneur within 15 days of approval
  - Ensure that repayment of CEF loan happens as scheduled
  - Ensure that the entrepreneurs start their business and functioning effectively
  - Ensure that enterprise performance is recorded through MEC, and analysed at regular intervals
  - Maintains appropriate books of accounts
  - Monitor the MEC group work

10. We have opened a bank account at \_\_\_\_\_ Bank,  
\_\_\_\_\_ Branch with account number \_\_\_\_\_

11. The Block Resource Centre will have Community Enterprise Fund (CEF) worth Rs. 2,55,17,600. This aforementioned amount will be utilised to give out loans to entrepreneurs for their fixed assets as well as managing working capital for their business. The owner of the assets is the aforementioned Block Resource Centre, of whose members we are.

We will abide by the decision of the Project Sanction Committee for the disbursal of CEF loans.

A detailed note on CEF management, as approved by \_\_\_\_\_ State Rural Livelihood Mission and to be used by the BRC, is stated in Annexure 1

12. The Block Resource Centre will have Fixed and Working Capital worth Rs. 6,80,000. This aforementioned amount will be utilised in the setting up and functioning of the Block Resource Centre (BRC).

13. We will work as per the Block Resource Centre (BRC) and Community Enterprise Fund (CEF) guidelines approved by the SVEP.

14. If any of constituent members violate any of the above clauses, the SRLM can choose to take suitable action against us.

IN WITNESS WHEREOF THE parties hereto have signed on the day, month and year above written.

For the \_\_\_\_\_ Cluster Level Federation 1

(President)

Witness

Name:

Designation:

Address:

For the \_\_\_\_\_ Cluster Level Federation 2

(President)

Witness

Name:

Designation:

Address:

For the \_\_\_\_\_ Cluster Level Federation 3

(President)

Witness

Name:

Designation:

Address:

For the \_\_\_\_\_ Cluster Level Federation 4

(President)

Witness

Name:

Designation:

Address:

Date:

Place:

