

Field Facilitator's Guide

ANNEXURE Volume III

Planning and Implementing Non - Farm Livelihood Interventions
USING SVEP APPROACH



Aajeevika
National Rural Livelihoods Mission
Government of India



Kudumbashree
Kerala State Poverty Eradication Mission
Government of Kerala

Kudumbashree-National Resource Organisation

FIELD FACILITATOR'S GUIDE

Annexures : 6 -10

6.1	Session Notes on Phasing plan preparation	
6.2	Template to prepare Joint Action Plan	
6.3	Steps to be followed in BRC to conduct Skill training	
6.4	Format for Viability Study	
6.5	Format for Business Plan Preparation	
6.6	Facilitation process for availing bank loans	
6.7	Start up support activities to be done	
6.8	Registration process on Udyam Adhaar	
6.9	Steps for FSSAI Registration	
6.10	Market development process	

Annexure 6.1: Session Notes on Phasing Plan Preparation

What is a Phasing Plan?

A phasing plan is a step-by-step coverage plan for a block, which depicts how the ME development activities will be initiated in each CBO in a period (quarterly or annually), based on the targets as per DPR.

Objectives:

- To prioritize and select CBOs with strong community network in each block
- To derive a focused coverage plan for CRPs-EP group in CBOs under SVEP, keeping in mind the momentum of targets under the project
- To plan and foresee preparations required in a block to strengthen CBO for SVEP

How to make a phasing plan

Preparation of phasing plan is a block level participatory exercise wherein Block SRLM staff (BPM-SVEP, BPM, BM, Area/Cluster Coordinator) are engaged in its preparation alongwith CLF members, CRPs-EP, and Mentor-RP. Following steps shall be followed in preparation of the phasing plan:

- Selection of CLFs for first year
- Selection of VOs
- Finalization of VOs
- Month-wise distribution of VOs in a year
- Month-wise plan for ME development for CRPs-EP
- Briefing of CRPs-EP

A one-day workshop shall be organized at the Block for the preparation of the phasing plan.

Preparation before Phasing plan workshop

1. Orientation of Block SRLM staff (BPM-SVEP, BPM, BM, Area/ Cluster Coordinators) on phasing plan, its objectives, information to be collected and support required from them
2. BPM-SVEP shall collect the information from all the clusters in the following format:

S.No	Parameter	Information
1	Maturity of CLF (minimum 1 year old)	(Yes/No)
2	No. of VOs with maturity of 3 yrs	(Number)
3	No. of SHG's having Bank Linkages	(Number)
4	Amount of CIF disbursed to VOS's	(in lakhs)

5	Transportation Facility available from Block to Cluster	Good/Average/Poor
6	Transportation Facility available within clusters	Good/Average/Poor

Table I: Parameters for Selecting CLF

Timeline: The above activity shall be completed by TED2

Preparation of Phasing Plan

Based on the information collected from each cluster, the Block team shall discuss, prioritize and select the number of CLFs to be covered in the first year. Looking at the size of the block and concentration of VOs, Block team may collectively decide on number of CLFs (one or two) to be selected in first year.

With finalization of CLF names, Block team shall prepare a list of number of VOs to be taken in the selected clusters for first year as per the following information:

S.No	List the name of VO having Maturity of minimum 3 years	CLF membership (Yes/No)	Name of Village	Name of Gram Panchayat	Total Number of SHG having membership with VO	No. of SHG's having Bank Linkages	Total Amount of CIF disbursed to SHG	Selected/Rejected
1	Name of VO	Yes/No	Name of Village	Name of GP	Number	Number	Amount in lakhs	Selected/Rejected
2	Name of VO	Yes/No	Name of Village	Name of GP	Number	Number	Amount in lakhs	Selected/Rejected

Table II: Parameters to Select VOs

During the capacity building of CRPs-EP under the project, they are expected to test their classroom knowledge with some practical experience of enterprise promotion. With the preparation of the phasing plan, CRPs-EP will be able to intervene in VOs as selected here.

From here, the preparation of phasing plan will be further divided into two intervals:
1) Phasing plan during capacity building of CRPs-EP 2) Phasing plan post-capacity building of CRPs-EP

1) Phasing Plan during CB of CRPs-EP

Based on the above list, the Block team shall prepare a list of VOs to be covered during capacity building of CRPs-EP.

S.No	List the name of VO having Maturity of minimum 3 years	CLF membership (Yes/No)	Name of Village	Name of Gram Panchayat	Total Number of SHG having membership with VO	No. of SHG's having Bank Linkages	Total Amount of CIF disbursed to SHG	Proximity to CLF headquarter (within a radius of 8 km)	Selected/Rejected
1	Name of VO	Yes/No	Name of Village	Name of GP	Number	Number	Amount in lakhs	Yes/No	Selected / Rejected
2	Name of VO	Yes/No	Name of Village	Name of GP	Number	Number	Amount in lakhs	Yes/No	Selected / Rejected
3	Name of VO	Yes/No	Name of Village	Name of GP	Number	Number	Amount in lakhs	Yes/No	Selected / Rejected

Table III: List of VOs for Phasing Plan during capacity building of CRPs-EP

*The above information to be captured for VOs to be taken in first three months of Enterprise promotion. In order to look at the proximity parameter, the Block teams may use a map of the selected clusters to select the panchayats and villages.

Once the above information is received, the list of VOs shall be finalized at CLF meeting of the selected clusters. The meeting should be attended by BPM-SVEP, respective Area Coordinator/Cluster Coordinator, CRPs-EP, and Mentor- RP.

Finalisation of VO

1. Conduct CLF EC meeting
2. Present the shortlisted VO list to EC and Cluster staff
3. Finalise the VOs

Timeline: To be completed by TEAM A1 training programme of CRPs-EP

Once the names of VOs are finalized during the EC meeting, the Block team shall prepare a list of selected VOs, and the same must be distributed in a monthly coverage plan for the first three months in year 1:

S.No	Name of CLF	Name of VO	Name of GP	Name of Village
1	Name of Shortlisted CLF1	Name of VO1	GP1	Village 1
		Name of VO2	GP2	Village 2
		Name of VO3	GP3	Village 3
2	Name of Shortlisted CLF2	Name of VO1	GP1	Village 1
		Name of VO2	GP2	Village 2

Table IV: List of Selected CLFs and VOs

Activity plan for CRPs-EP upto three months as per phasing plan

S.No	Activity	M1	M2	M3
1	CLF Orientation	Number	Number	Number
2	SHG Orientation	Number	Number	Number
3	VO Orientation	Number	Number	Number
4	Triggering meeting	Number	Number	Number
5	VO Training	Number	Number	Number
6	GOT	Number	Number	Number
7	EDP Training	Number	Number	Number
8	Viability Check	Number	Number	Number
9	Business Plan	Number	Number	Number
10	Mudra Loan Follow up	Number	Number	Number
11	PTS	Number	Number	Number

Table V: Activity plan for three months.

Timeline: The activity is to be completed before TEAM A2 training programme of CRPs-EP.

It shall be ensured that the timeline is followed, as CRPs-EP will be engaging in Enterprise promotion under TEAM A2 and will be targeting the SHGs as per three months activity plan.

Once the plan is prepared it shall be discussed at the end of TEAM A2 training programme. The CRPs-EP shall be divided into smaller groups and each group shall be allotted VOs as per Table IV.

In order to roll out the desired phasing plan, it is necessary that CRPs-EP are well oriented on the process to be undertaken when on field. This shall be combined with additional orientations and trainings requirement as per the table below:

S No.	Activity	Training requirement for CRPs-EP	Timeline for Completion of CRPs-EP	Material to be used
1	Orientation on Phasing Plan	Orientation to CRPs-EP on objectives of phasing plan	By TED2	Session Notes for Phasing plan
2	Module on SHG/VO orientation	One day training to CRPs-EP on SHG/VO orientation	One day to be extended under TEAM A2 training programme.	Orientation module on SHG/VO

3	Orientation of CRPs-EP on ME development process	One day training to CRPs-EP on ME development process	One day to be extended under TEAM B1 programme	ME development activity flow chart
4	Introduction on formats of Business plan, Viability check under SVEP	Familiarization of CRPs-EP with the formats to be used under SVEP	Two days to be extended under TEAM B2 training programme	Formats of Business plan and Viability check under SVEP
5	ToT of CRPs-EP on GOT/EDP module and Familiarization with formats under SVEP as per ME development process	ToT of CRPs-EP on delivery of GOT and EDP module and familiarization with formats	Three day training after TEAM B3	Module of GOT and EDP. ME development process guide with formats

2) Phasing Plan Post CB of CRPs-EP

With completion of three months of phasing plan under CB, the Table III shall be revised for next three months as per the following information:

S.No	List the name of VO having Maturity of minimum 3 years	CLF membership (Yes/No)	Name of Village	Name of Gram Panchayat	Whether covered under previous action plan (Yes/No)	Total Number of SHG having membership with VO	No. of SHG's having Bank Linkages	Total Amount of CIF disbursed to SHG	Selected/Rejected
1	Name of VO	Yes/No	Name of Village	Name of GP	Yes/No	Number	Number	Amount in lakhs	Selected / Rejected
2	Name of VO	Yes/No	Name of Village	Name of GP	Yes/No	Number	Number	Amount in lakhs	Selected / Rejected
3	Name of VO	Yes/No	Name of Village	Name of GP	Yes/No	Number	Number	Amount in lakhs	Selected / Rejected

Table VI: List of VOs for Phasing plan post CB phase

With selection of VOs for next three months, the finalization shall be done in CLF EC meeting and the activity plan shall be made as per Table V. Based on the progress

made as per action plans, the block teams may mark the covered villages in each cluster to understand the coverage under SVEP.

Based on the experience of the first year, the Block teams may decide to increase the coverage of the number of CLFs under SVEP for the next year, and the steps for preparation of phasing plan post-capacity building can be repeated. The block teams may further decide to prepare a quarter or six-month action plan from the second year onwards.

Field Coverage Plan

Month	Number of Villages	Name of Villages	Number of Enterprises to be covered
Total			

Activity Plan

No	Activity	Monthly Targets						Total
1	SHG's / VO's orientation							
2	Entrepreneur triggering meeting							
3	VO's sub-committee training on SVEP							
4	CLF training on SVEP							
5	BRC subcommittee training on SVEP							
6	General orientation training for entrepreneurs -idea generation							
7	Soft skills training for entrepreneurs							
8	Idea validation plan field activity by entrepreneurs							
9	Business plan preparation							
10	Business management training to entrepreneurs							
11	Need based performance improvement plan (max 3 days)							
12	Loan follow up support							
13	Enterprise start up support							
14	Handholding support & PTS for 6 months							
15	Handholding support & PTS for second 6 months							
16	Market linkages							
17	VO briefing							
18	BRC briefing							

Date of Submission:

Submitted by:

Name and signature of CRP-EP Group President:

Name and signature of CRP-EP Group Secretary:

Verified and Approved by:

Date of Approval:

Name and signature of BEPC President:

Name and signature of BEPC Secretary:

21	22	23	24	25	26	27	28	29	30

2. Ensuring sufficient budget is available at the block under the Skill Development Head against the requirement

Responsibility:

CRP-EP group to prepare the break-up of activities and expected expenditure for the same. Mentor and BPM SVEP to support the CRP-EP group in the same.

BEPC to prepare the fund requirement plan and send request to SRLM.

BPM SVEP to facilitate and follow up the fund transfer from the SRLM.

Frequency: Annually.

Important Points:

- a. Ensure a list is made of all activities under the skill development head.
- b. Ensure that necessary budget is calculated at the beginning of every year.
- c. Ensure that sufficient budget is transferred from SRLM to the Nodal CLFs account.

Letter No: _____

Date: _____

Respected

Sir/Mam

The BRC.....

Attached here is the detailed proposal and estimated budget for the training

Name of Programme	
Domain	
Objective of the Programme	
Activities planned	
Participants	

Name of Programme	
Facilitators / Resource Persons	
Expected Results	
Location	
Duration of the Programme, Dates	

Budget Head:

Source of Fund	
Budget Head	

Estimated Budget:

Activity	Details of calculation	Amount (Rs.)
Food to the participants		
Expenses		
Total		

Signature of President

Signature of Secretary

Signature of BEPC

3. Identification of potential sectors in which skill development is needed for entrepreneurs

Responsibility: CRPs-EP

Frequency: During each round of mobilization and as per requirement of entrepreneurs.

Important Points:

- a. A list should be prepared, after the Triggering meeting, identifying the need of the entrepreneur, and the same list should be finalized after EDP for confirmed entrepreneurs.
- b. For domain skill development, batches should be planned so as to arrange the training with homogeneous set of entrepreneurs.
- c. For the Performance Improvement Programme, a better focus should be given on the need for performance improvement and similar cohesive groups should be arranged.

Name	Existing/New	Skilled /Unskilled	Domain skill as per need	Confirmation Y/N

4. Collecting Proposal from Potential Skill Training Agencies

Responsibility: CRPs-EP under the supervision of BEPC

Frequency: Before organising a skill training.

Important Points: A detailed note on the points to be covered while looking out for the skill development agency needs to be prepared.

- a. BRC to maintain a skill training agency data base which should be updated annually as per the requirement and should be updated as new trainings are planned.
- b. Batch size, quality, duration of training, fees, space for training. (Space for training means checking if there is adequate physical space for training or will the BRC provide training), faculty info, follow up after training, support , method of certification etc
- c. CRP-EP group, if interested and eligible, can also be act as a skill provider. They should meet the criteria prescribed.

Format for capturing the details of skill training agency				
Sl No.	List of details	Name of Agency-1	Name of Agency-2	Name of Agency-3
1	Batch size			
2	List of trainings they have provided			
3	Duration of training			

4	Space of training			
5	Food and accommodation details			
6	Fees			
7	Certification method			
8	Faculty			
9	Follow up after training			
10	Loan follow up			
11	Market support, etc			

5. Evaluation of Proposals given by training Agencies

Responsibility: The evaluation has to be done by BEPC but needs to be supported by BPM SVEP and Mentor. Wherever required, the District Manager /Consultant on Livelihood and DDUGKY (Skills) may be invited to this meeting.

Frequency: As and when there is a need for training.

Important Points:

- a. Based on the requirement of the entrepreneurs, the BEPC and CRP-EP group should finalise the minimum requirement that should be there in the training.
- b. If the proposal given by the training agencies match the requirements within the budgetary provision, then it should be finalised.
- c. In cases where none of the training agencies' modules contain the requirements, or if the training content requires any changes, then dialogue should be initiated with the agency to incorporate the improvisations. The BPM SVEP and Mentor should guide the BEPC and CRP-EP group regarding this.
- d. If the CRP-EP group has the potential to be an agency in a particular area, that should also be considered.
- e. The competencies of the training agency should be marked on a scale of 0-10 where 0 being the lowest and 10 being the highest. The marking should be done after discussion with all the members present in the meeting. In case, there are two agencies who have scored same, the BEPC may invite both the agencies for an interaction before finalising the agency.

6. Conducting the Skill Training

Important Points:

- a. The BEPC and CRP-EP group, with support from mentor and BPM SVEP, should monitor the delivery of the training as finalised in the module.
- b. CRP-EP group ensure that all the participants are given certificates at the end of the training.
- c. CRP-EP should also coordinate the follow up process after the training with the entrepreneur and the training agency. Follow up related to machinery purchase or bank loan are examples to mention.
- d. Feedback should be taken from the participants in terms of the usefulness of the training.

- e. CRP-EP group should also submit a report on the overall conduct of the training to the BRC which should be shared with BMMU, DMMU, SMMU and also the PIA.
- f. The details of the training agency should also be added in the skill training database.

The BEPC and CRP-EP group can refer to the below mentioned table for preparation of budget and finalising training fee for the agency where cost of training under Category-I is highest followed by Category-II, followed by category-III.

List of Trades				
S.No.	Industry/ Sectors	Sub-Sector/Trades		
		Category-I	Category-II	Category-III
1	Apparel	Garment Manufacturing, Fashion Design	Garment making	
2	Beauty & Wellness		Spa and Wellness, Beauty Culture & Hair Dressing, Naturopathy	Home Décor, Art Mehandi
3	BFSI			Banking, Accounting, Insurance
4	Chemicals	Plastics Processing	Fragrance Flavor & Perfume	
5	Construction	Construction Equipment, Fabrication	Paint, Wood Works, Bamboo Fabrication, Carpentry	
6	Education & Skill Development		Education, Skill Development	Counseling Skills
7	Electronics	Refrigeration and Air Conditioning	Consumer Electronics - Sales & Service	
8	Fast Moving Consumer Goods			Fast Moving Consumer Goods
9	Food Processing Industries			Food Processing Sectors such as Dairy Products, Fruit & Vegetable Products, Cereals and Cereal Products, Food Grain (including milling), Edible Oil and Fats, Meat and Meat Products, Fish and Fish Products, Sweets and Confectionery, Bread and Bakery, Spices and Condiments, Beverage, Aerated Water and Soft Drinks, Packaging of food products
S.No.	Industry/ Sectors		Sub-Sector/Trades	
		Category-I	Category-II	Category-III
10	Furniture & Furnishing		Furniture Making	
11	Gems & Jewellery			Home Décor Art Jewellery
12	Green Skills	Renewable energy		Rain Water Harvesting, Green retail, Allied green skills

13	Handloom & Handicrafts	Handlooms	Brassware, Khadi, Carpet, Handicrafts	Handmade Paper and Paper Products, Home décor art Ceramic Painting, Wood
14	IT-ITES		Information and Communication technology	
15	Leather	Leather Footwear & Leather Sports Goods Manufacture		
16	Logistics			Courier & Logistics
17	Media & Entertainment	Animation	Production Support, Media, Printing	Film Production
18	Plumbing	Plumbing		
19	Power & Energy		Domestic Electrician	
20	Retail		Store Operation, FMCG	Retail
21	Security		Security, fire & Safety Engineering	
22	Telecom		Handset Sales & Service	
23	Textiles	Spinning, Weaving, Textiles, Knitting & Processing for Cotton, other Manmade & Synthetic Fibers		
24	Tourism & Hospitality	Food Production, Cooking	Hospitality, F&B Service & Housekeeping	Travel & Tourism
25	Traditional / conventional sectors	Glassware	Painting, Toy Making	Clock and watch Repair
26	Other Sectors	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above

3. Understanding Potential Customers Visiting

Customer Type	How often do the customers purchase (Frequency)	How many customers purchase in the mentioned frequency	Amount spent by customer type in one visit (Rs.)	Seasonal Fluctuation	Analysis of Customer Type (put or x against each Nos.)	Will the entrepreneur be able to serve the customer type
					1.This customer type will give us enough revenue	
					2.There will not be additional costs to serve the customer type	
					3. This customer type will not require any additional time to be served	
				Yes/No	1. () 2.() 3.()	Yes/No
				Yes/No	1. () 2.() 3.()	Yes/No
				Yes/No	1. () 2.() 3.()	Yes/No
				Yes/No	1. () 2.() 3.()	Yes/No
				Yes/No	1. () 2.() 3.()	Yes/No
				Yes/No	1. () 2.() 3.()	Yes/No
				Yes/No	1. () 2.() 3.()	Yes/No

4. Analyzing Existing Competition

Product / Service	Is there Existing competition?	Can the entrepreneur provide products / services better than them or at least similar to them? Write: Better / Same / Worse				Price	Is the Product/ service Selected or Rejected?
	Yes / No	Quality	Variety	After Sales service	Credit	Higher/same /Lower	
1							
2							
3							
4							
5							
6							
7							

5. Analyzing the Customers' Ability to Pay in aYear

S.No	Customer Types	How often do the customers	When will they come during the	How many customers purchase in	Amount spent by customer type in One	Calculation for Approximate amount spent by a customer type in a year

A	B	C	D	E	F	$G=C \times D \times E \times F$	G
Product / service -1							
	Total						

Product / Service	Customer Type	How often will the customers come to buy	Number of instances in a year (consider the information in table5-C)	No. of Customers who come during the period (Mentioned in Table 5-D)	Quantity purchased by customers in one instance	Sales volume	
						Calculation	Quantity
A	B	C	D	E	F	$G=C \times D \times E \times f$	H=G
Product / service -2							
	Total						
Product / service -3							
	Total						
Product / service -4							

							Total	
Product / service -5								
							Total	
Product / service -6								
							Total	

Product / service -7								
							Total	

7. Calculating Revenue

Revenue Estimation			
Products /Services	Estimated Sales Volume	Nearest Competitor Price	Revenue (Sales Volume x Price)
			Total

8. Checking if Revenue Matches with Customers' Ability to Pay		
Particulars	Source	Amount
Customers' ability to pay	Table 5	
±5% of customer's ability to pay		
Estimated revenue for the business	Table 7	
Does the revenue fall within ±5% of customer's ability to pay	Yes / No	

		Amount	Amount		Second Hand/ Rent			
								Total

- The decision to Purchase or rent should do only after considering the Useful life, utilization and additional costs as repair. Insurance, loan interest, fuel, wages, etc occur on after purchasing the thing. If it is rent, it should go to fixed or variable cost

Deposits and Licenses to be Obtained	
Type of License/Deposits	Amount
Total	

11. Estimation of Fixed Costs		
Cost Item	Monthly estimate	Yearly estimate
Total Cost		

12. Raw material CostCalculation

Estimating Quantity of Raw Material Required		
Products/ Service	List of raw materials	Estimated quantity for 1 Batch
Product / service -1		
Product / service -2		
Product / service -3		
Product / service -4		
Product / service -5		

Product / service -6		

13. Estimation of Variable Cost

Estimation of Variable Cost					
(A) Raw Material	Estimated quantity per batch	Average Cost per Unit	Cost per batch	Number of Batches per Year	Total Quantity Required per Year
(B) Other Variable Cost					

(Total Raw Material Cost + Other Variable Cost) = Total Variable cost					

14. Working capital

14. Working capital	
Period of working capital:	
Working capital required {Variable cost of 1 or 2 batches (from table 13 above) + fixed costs during the period}	

15. Actual Revenue

Products/ Services	Estimated Sales Volume	Actual Price	Revenue (Sales Volume x Price)

			Total

16. Calculating Profit				
Total Revenue	Total Fixed Cost	Total Variable Cost	Total Cost	Profit
A	B	C	$D = B + C$	$E = A - D$

17. Check if the enterprise meets expected take-home income of entrepreneur			
A	Amount that the entrepreneur wishes to withdraw every month from the business	Source	
		Table 1	
B	Estimated monthly profit for the business	Table 15	
C	Monthly wages withdrawn by owner	Table 11 or 13	
D	Monthly take-home income to the entrepreneur	$B + C$	

18. Environmental factors which are favourable to run the business

Particulars	Favorable / Unfavorable	Particulars	Favorable / Unfavorable
Suppliers of Raw Materials		Water supply	
Laws and Regulation		Marketplace	
Technology/Machinery		Labour	
Transportation		Caste factors	
Electricity		Gender factors	
Waste Management			

CRP-EP's Recommendation (put for suitable option, with remarks)

1. The business is viable. We can proceed to make a businessplan.
2. The business is not completely viable. We need to make certain changes in location, products, price, or other things, before proceeding to make a businessplan.
3. The business is not viable at all.

Remarks:

CRP-EP Name	
CRP-EP Group Name	
Submission Date	

Annexure 6.5: Format for Business Plan Preparation

व्यापारकीयोजना Business Plan

Part A: व्यापारिकसंचालनकासारांश (Summary of Business Operations)

व्यापारकानाम (Name of the Business)	
व्यापारस्थलऔरपता (Location and address of the Business)	
श्रमिकों/कर्मचारियोंकीसंख्या (Number of Workers / Employees)	

उद्यमी /उद्यमीयोकानाम (Name of the Owner) (if multiple owners, write all the name)	
उद्यमी /उद्यमीयोकापता (Address of the Owner(s))	
पंचायतएवंब्लॉककानाम (Gram Panchayat, Block)	
मोबाइलनंबर (Contact Information)	
आधारकार्डनंबर (Aadhar Number (of any one member))	

उद्यमीकास्वयंसहायतासमूहकेसाथसम्बन्ध (Owner's relationship to the SHG)	
स्वयंसहायतासमूहकानाम (Name of the Self Help Group)	
ग्रामसंगठनकानाम (Name of the Village Organisation)	
संकुलस्तरीयसंघकानाम (Name of the Cluster Level Federation)	

व्यापारकीप्रकृति (Nature of business)	<input type="checkbox"/> मौसमी (Seasonal) <input type="checkbox"/> सदाबहार (Perennial)
व्यापारकाप्रकार (Type of Business)	<input type="checkbox"/> उत्पादन (Production) <input type="checkbox"/> व्यापार (Trading) <input type="checkbox"/> सेवा (Service) <input type="checkbox"/> मिश्रित (Mixed)

I. वित्तीयन्यौरोंकासारांश (Summary of Financial Statements)

	साल 1	साल 2	साल 3
आय (Revenue)	380,160	427,680	475,200
सकललाभ (Gross Profit)	94,272	106,056	117,840

शुद्धलाभ(Net Profit)	50431	63643	76195
शुद्धलाभ-प्रदत्ता(Net Profitability)	13%	15%	16%

स्वामित्वकीसंरचना(Ownership Structure)	स्वयंकाProprietorship / भागीदारीPartnership
मालिकोकीसंख्या(Number of Owners)	
मालिकोकाकुलनिवेश(Total Owners' Equity)	
कुलआवश्यकस्थायीपूंजी(Fixed Capital Required)	
कुलआवश्यककार्यशीलपूंजी(Working Capital Req.)	
आवश्यकऋण(Loan required)	
ऋणचुकानेकीअवधि(Loan Repayment Period)	

Part B: व्यापारकेउद्देश्यकोसमझना (Understanding Objective of the Business)

उद्यमीकाअनुमानितमासिककमाई (लाभ+मजदूरी) Entrepreneur's Expected Monthly Income) Profit + Wages) from the Business	3000 + 3000= 6000/ month
Sl.No	मुख्यउत्पादनयासेवाएं(Main Products/ Services)

Part C: ग्राहककाबंटवारा (Customer Segmentation)

ग्राहकोकोसमझना(Understanding Customers)			
Sl. No	ग्राहकअनुभाग (Customer Segment)	अनुभागकाआकार (Size Of Segment)	अनुभागकेलिएउत्पाद्यवस्तुएं (Products For The Segment)

Part D: पूंजीकाविवरण(Capital Overview)

व्यापारद्वाराजरूरीस्थायीपूंजीFixed Capital Required by the Business

A. स्थायीसंपत्ति (Fixed Assets)	कुलइकाई (No of Units)	प्रतिइकाईलागत (Per Unit Cost)	कुललागतप्रतिसंपत्ति (Total Cost Per Asset)
कुल (Total)			

व्यापारद्वाराजरूरीकार्यशीलपूंजी (Working Capital Required)	
कार्यशीलपूंजीकीअवधि (Period of Working Capital)	
कुलआवश्यककार्यशीलपूंजी (Working Capital Required)	

व्यापारद्वाराजरूरीपूंजी (Capital Required by the Business)	
व्यापारद्वाराजरूरीस्थायीपूंजी (Fixed Capital Required by the Business)	
व्यापारद्वाराजरूरीकार्यशीलपूंजी (Working Capital Required by the Business)	
व्यापारद्वाराजरूरीकुलपूंजी (Total Capital Required by the Business)	

पूंजीकास्त्रोत (Source of Capital)	
उद्यमीकानिवेश (Investment by Owner)	
आवश्यकऋण (Loan Required)	Source) स्त्रोत(: Amount) राशी(:
आर्थिकअनुदानयासहायतायदिकोईहोतो (Subsidy, Grants, if any)	Source) स्त्रोत(: Amount) राशी(:

Part E: उत्पादन /सेवायोजनाऔरऋणनीति (Sales Plan and Credit Policy of the Business)

वस्तुएं (Items) →						
इकाई (Unit) →						
माह (Month) ↓						

कुल (Total)						

व्यापारकेलिए ऋणनीति (Credit Policy of the Business)	
<p>Directly to consumers - door to door sales सीधे उपभोक्ताओं को - घर-घर जाकर बिक्री / Directly to consumers - own outlet सीधे उपभोक्ताओं को - खुद की दुकान / Selling to retailers or shops रिटेलर्स या दुकानों को बेचना / Selling to wholesalers थोक विक्रेताओं को बेचना / Selling directly to institutions or other businesses सीधे संस्थानों या अन्य व्यापारों को बेचना / Selling through exhibitions / fairs प्रदर्शनी/मेले के माध्यम से बेचना</p>	
यह व्यापार किनको ऋण देगा? (Who will the business give credit to?)	
कितने समय तक कयह व्यापार ऋण देगा? (For how long will the business give credit?)	
मासिक आय का कितना प्रतिशत ऋण में दिया जाएगा? (What percentage of monthly revenue will be on credit?)	
क्या एक साल में ऐसी कोई अवधि होगी, जब कोई ऋण नहीं दिया जाएगा या ज्यादा ऋण दिया जाएगा? (Will there be periods in a year when no credit is given or extra credit is given?)	

वार्षिकमूल्यहासकीगणनाकरना (Calculation of Annual Depreciation)			
संपत्ति (Assets) ↓	अचलसंपत्तिकीखरीदी (Purchase of fixed asset) (A)	संपत्तिकाउपयोगीजीवन (Useful life of the asset) (B)	प्रतिवर्षमूल्यहास (Depreciation per year) (C= A / B)
कुल(Total)			

ऋणवापसीयोजना (Loan Repayment Plan)			
ऋणकीराशी (Loan Amount)			
ऋणचुकानेकीअवधि (Repayment Period)			
ब्याजदर (Interest Rate Charged)			
	साल 1	साल 2	साल 3
ऋणकीराशी (Loan Amount)			
भुगतानकियाजानेवालाकुलब्याज (Interest To Be Paid)			
प्रतिवर्षऋणवापसकीजानेवालीराशी (Repayment Per Year)			
बकायाऋणराशी (Outstanding Loan Amount)			

To calculate projections for second and third year, an increase in Revenue by _____ %- and as a conservative measure add a _____% increment to Costs

व्यापारकेलिएप्रस्तावितलाभवहानिकाब्यौरा (Projected Profit and Loss Statement)				
विवरण		साल 1	साल 2	साल 3
आय (Revenue)	कुलआय			
	कच्चेमालकीलागत			

व्यापारकेलिएप्रस्तावितलाभवहानिकाब्यौरा (Projected Profit and Loss Statement)				
विवरण		साल 1	साल 2	साल 3
प्रत्यक्षखर्च (Direct Costs)				
	सकललाभ (कुलआय- कुलप्रत्यक्षलागत)(Gross Profit)			
	सकललाभप्रदता (सकललाभ/आय) (Gross Profitability)			
अप्रत्यक्षखर्च (Indirect Costs)	तैयारमालकेपरिवहनकाखर्च			
	शुद्धलाभ (सकलआय- कुलअप्रत्यक्षलागत) (Net Profit)			
शुद्धलाभप्रदता (शुद्धलाभ/आय) (Net Profitability)				

केलिए प्रस्तावित नकद प्रवाह का ब्यौरा (Projected Cash Flow Statement)

विवरण		साल 1	साल 2	साल 3
	आरंभिक शेष (Opening balance)			
आवकनकदी (Cash Inflows)				
जावकनकदी (Cash Outflows)				
	अंतिम नकद शेष) आरंभिक शेष +			

_____ के लिए प्रस्तावित नकद प्रवाह का ब्यौरा (Projected Cash Flow Statement)			
विवरण	साल 1	साल 2	साल 3
कुल आवक नकद - कुल जावक नकद (

_____ के लिए प्रायोजित बैलेंस शीट (Projected Balance Sheet)				
विवरण		साल 1	साल 2	साल 3
संपत्तियां (Assets)	अचल संपत्तियों का आरंभिक शेष			
	(+) उस अवधि के दौरान खरीदी गई अचल संपत्तियां			
	(-) उस अवधि के दौरान बेची गई अचल संपत्तियां			
	(-) उस साल के दौरान मूल्य ह्रास			
	अचल संपत्तियों का अंतिम शेष			
	आरंभिक खाता प्राप्य			
	(+) अवधि के दौरान ऋण में बिक्री			
	(-) कर्जदारों द्वारा अदा की गई रकम			
	अंतिम खाता प्राप्य			
	प्रतिभूतिजमा का आरंभिक शेष			
	(+) इस अवधि के दौरान अदा किया गया प्रतिभूतिजमा			
	(-) वापस किया गया प्रतिभूतिजमा			
	प्रतिभूतिजमा का अंतिम शेष			
	अंतिम नकद शेष			
	कुल संपत्तियां) सभी संपत्तियों के अंतिम शेष का योग (
देयताएं (Liabilities)	आरंभिक खाता देय			
	(+) ऋण में खरीदी			

के लिए प्रायोजित बैलेंस शीट (Projected Balance Sheet)				
विवरण		साल 1	साल 2	साल 3
	(-) वितरकों को अदा की गई रकम			
	अंतिम खाता देय			
	आरंभिक लोन शेष			
	(+) लिए गए नए लोन			
	(-) अदा किए गए लोन			
	अंतिम लोन शेष			
मालिकों का हिस्सा (Owner's Equity)	मालिक के हिस्से का आरंभिक शेष			
	(+) अवधिके दौरान व्यापार में शामिल किया गया नकद			
	(-) आहरित पूंजी			
	मालिक के हिस्से का अंतिम शेष			
	रोकी गई कमाई का आरंभिक शेष			
	(+) अवधिके कुल लाभ			
	रोकी गई कमाई का अंतिम शेष			
	कुल देयताएं) देयताओं के अंतिम शेष व मालिकों की हिस्सेदारी का योग (

Part G: **ब्यापार योजना तैयार करने वाला का विवरण** Business Plan Prepared By

लघु-उद्योग सलाहकार का नाम (CRP-EP Name)	
लघु उद्योग सलाहकार समूह का नाम (CRP-EP Group Name)	
जमा करने की तिथि (Date of Submission)	

Annexure 6.6: Facilitation Process for availing Bank Loans

The steps which should be taken starting from the SMMU level to that of the BRC level are explained.

1. Orientation at the SMMU and DMMU Level	
a. The existing Credit Linkage Program in different levels of the CBO especially in terms of Financial Inclusions. b. The Credit Linkage Program under SVEP to be explained. c. A discussion on what are the possible linkages to be provided under SVEP though the SRLM and other line departments of the state and district.	
SMMU	DMMU
Participants: Non- Farm Livelihood team, SPM-Financial Inclusion, Representatives from State Line Departments	Participants: DPM, DMM- Non Farm Livelihood, DPM- Financial Inclusion, Representatives from District Line Departments
Facilitator: SPM SVEP and SPC from PIA	Facilitator: BPM SVEP and FC/BAP/Mentor from PIA

2. Orientation at the BMMU Level

Participants: BDO, GP-COS/GP-Secretaries, BPM, BPM – Non Farm Livelihood, BPM- Financial Inclusion, AC,CC, Cadre Coordinators in the Block level, Bank Sakhi, BEPC Committee, CRP-EP

Facilitator: BPM, BPM-SVEP, Mentor, Team member of the SRLM

Responsibility: Financial Inclusion

- Credit Linkage Program at the community Level
- Possible Credit Linkages available at the Block and Gram Panchayat level.
- Understanding of the difference between Micro Credit/Linkage Plan and Business Plan prepared by CRPs-EP
- The importance of PTS from the monthly Day book maintained by entrepreneurs.
- Discussion on establishment of an efficient monitoring system through the current CBO system starting from the application process for credit linkage, its submission, fund approval, fund releasing and repayment.

3. Orientation to Banker's Committee at the State, District and Block Level

- Discussion on Incorporation of existing Financial Inclusion and Credit Linkages with that of SVEP
- Introduction of BEPC and CRPs-EP at the Block Level meeting.

- c. Discussion on the Business Plan preparation process by the CRPs-EP.
- d. The importance of PTS from the monthly Day book maintained by entrepreneurs.
- e. Discussion on establishment of an efficient monitoring system through the current CBO system starting from the application process for credit linkage, its submission, fund approval, fund releasing, and repayment.
- f. Discussion on the establishment of a communication system between the BEPC and bank on a regular basis on the loan application submitted for bank loans, its approval, and repayment

4. . Orientation to CRPs-EP

a. Process to be followed for submitting application in the bank for loan

- i. The Application process should go through the CBO network and after proper vetting.
- ii. The CRPs-EP will have to support the entrepreneur in filling the relevant documents such as Business Plan, Application for loan, supporting documents as prescribed by the banks, KYC, loan history, etc, and the same should be submitted in the CBO which should be verified at each level of CBO.
- iii. The application details should be recorded in the meeting of the CBO
- iv. Submission of the same at PSC and getting approval from the PSC committee with recommendation letter to the bank.
- v. Submission of the loan applications at the bank with facilitation from BPM SVEP and Mentor.
- vi. Receipt of acknowledgement to be collected from the bank and one copy of the same should be kept at BRC.
- vii. Taking an appointment from the bank regarding clarification on the business plan if required, discussion on clarification, follow up on status etc.
- viii. The status on the application should be briefed in the next **BLBC** meeting by CRPs-EP with support from BPM SVEP.

b. Process to be followed for application Approval/Rejection

- i. The BPM SVEP/CRP-EP should visit the bank and enquire the current status of the application submitted on or after one week(7 days), or as appointment given by bank officials.
- ii. If the bank has approved the application the same should be recorded with a copy of loan sanction at the BRC and should be communicated to concerned CLF, VO, SHG, and entrepreneur.
- iii. If it is rejected or no action has been taken, it should also be recorded in the BRC with rejection letter if rejected and necessary steps should be taken to give loan to the entrepreneur from the CEF. The same should be communicated to the concerned CLF, VO, SHG, and entrepreneur.

- iv. In case of rejection from the bank, all the documents submitted at the bank should be collected and submitted in the next PSC.
- v. The information of sanction or rejection of loan from the bank should be communicated to the entrepreneur on the very same day, it should be recorded as minutes in the next PSC/BEPC meeting and also in the next BLBC meeting.
- vi. An acknowledgment receipt from the bank should be taken stating that the loan amount has been deposited in the entrepreneurs account and the same should be documented in the loan portfolio maintained at the BRC.
- vii. Date of repayment to the bank along with repayment schedule and the EMI amount should be communicated to the concerned CLF, VO, SHG, and the entrepreneurs.
- viii. The information related to loan disbursement should be documented in the next SHG meeting with details of repayment in the presence of the entrepreneur, and the tracking process should be initiated by the SHG.
- ix.

c. Process to be followed in Loan Repayment

- i. After every EMI is paid by the entrepreneur to the bank, the same should be informed in the SHG, VO, and CLF meetings and should be documented in the meeting. At the same time, the same should be communicated to the concerned CRP-EP. It is the responsibility of the CRP-EP to inform the BEPC regarding repayment of EMIs or failure of repayment in the BEPC meeting, and the same should be updated in the loan portfolio of the BRC.
- ii. The information related to EMIs should pass on from SHG to VO to CLF and all the CBO should document the details in their meeting.
- iii. The CRP-EP should also update the details in their personal loan tracker.
- iv. If the entrepreneur fails to repay the EMIs for consecutive 3 months, it should be discussed in the BEPC meeting in the presence of the CRP-EP and the entrepreneur. There should be redressal of the issue and a communication should be sent to the Bank regarding this so that the rapport between the BRC and Bank is not hindered.

Loan tracker to be maintained at BRC for Bank loans

Bank Loan Tracker - BRC	
Sr.No	
Name Entrepreneur	
Address	
SHG	
VO	
CLF	
Village	
GP	
Type of Business	
PAC/PSC Date	
Bank	
Branch	
Loan amount requested	
Date of submission in Bank	
Submitted By	
Acknowledgement Number(Ad. No)	
Next Follow up date	
Status on follow up with date	
Follow up by	
Approval /Rejected	
Approval /Rejected Date	
Approved Loan Amount	
First instalment date	
Default date and reason	
Follow up date on default	
Follow up on default by	
Remarks	

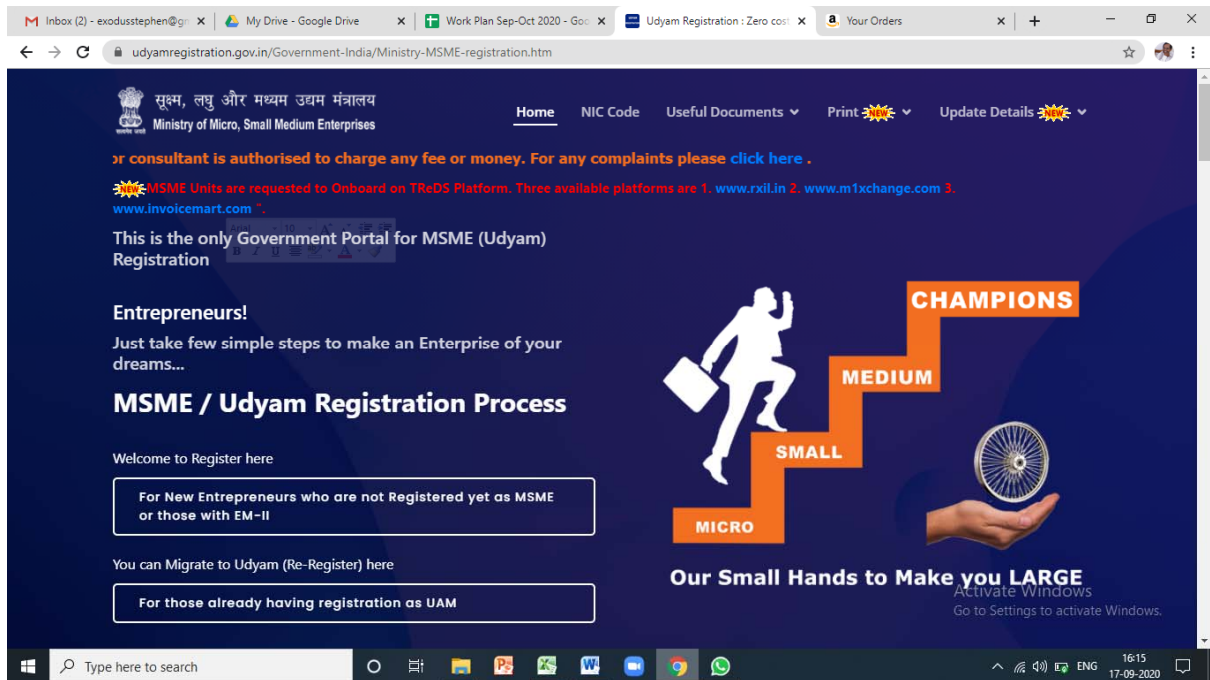
Annexure 6.7: Start up support activities to be done

Given below is an indicativelist of the start-up support activities to be done by the CRPs-EP.

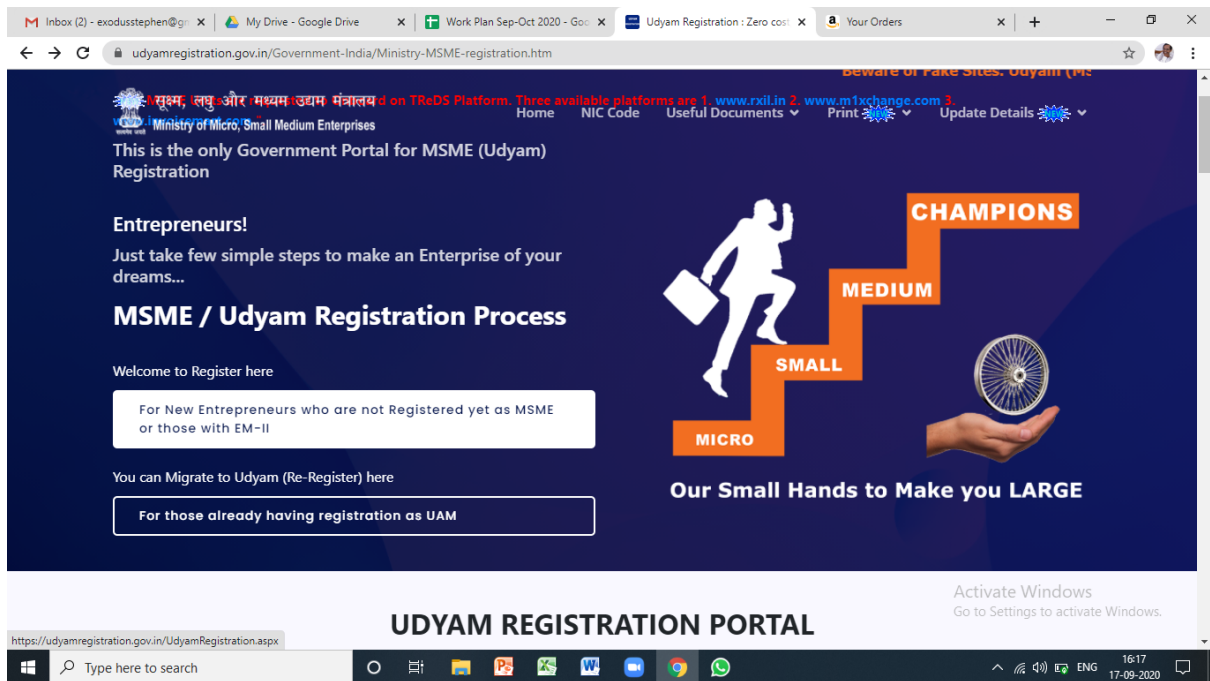
Activities	Detail about the activity	Documents to be submitted
Applicable for all the business		
Support for identifying and purchasing of raw material	CRP-EP should extend support to the entrepreneur while purchasing the raw materials to start the enterprise	List of raw materials with photo & testimonial of entrepreneur regarding CRP-EP support in procurement of raw material
Banner	CRP-EP should provide support to the entrepreneur for the printing of banner	Photo with Banner on opening day of enterprise
Advertising support	CRP-EP should provide support in the form of Pamphlet/Announcement/Word of mouth promotion support to the entrepreneur	Photo of Pamphlet/Announcement activity or minutes of the meeting from the SHG/VO related to the entrepreneur for promotion of enterprise (Minimum 4 CBO federations to be covered)
Purchase of fixed asset	CRP-EP should extend support to entrepreneur for purchasing fixed assets	Photo or Bill of purchase of Fixed Asset to be provided
Inauguration Support and collection of OTF	CRP-EP to support entrepreneur for starting the Book Keeping of enterprise, support entrepreneur on the inauguration day and collect OTF	Photo from the inauguration day along with the picture of first day record keeping and submission of OTF
Udyam Adhar	CRP-EP will support entrepreneur in registering the enterprise with Udyam Adhar	Photo copy of the registration id of the entrepreneur
Costing/Pricing support	CRP-EP to support entrepreneur in costing and pricing of products/service.	Price list details of the products collected per unit (as per format given by the Mentor)
Applicable for selective businesses		
Packing & Labeling (Production/Value added)	CRP-EP to support entrepreneur in packing & labeling of products	Photo of the products ready with packaging and labeling. Report of the lab test in case of food products
Lab testing for food products (Food item: Production)	CRP-EP to support entrepreneur in getting food products tested	
GST/FSSAI		Photo copy of the registration

Annexure 6.8: Registration process on Udyam Adhaar

1



2



3

Inbox (2) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

UDYAM REGISTRATION FORM - For New Enterprise who are not Registered yet as MSME

Sample form for registration with PAN YES / Sample form for registration with NO PAN

Aadhaar Verification With OTP

<p>1. Aadhaar Number/ आधार संख्या</p> <input type="text" value="Your Aadhaar No"/> <ul style="list-style-type: none"> Aadhaar number shall be required for Udyam Registration. The Aadhaar number shall be of the proprietor in the case of a proprietorship firm, of the managing partner in the case of a partnership firm and of a karta in the case of a Hindu Undivided Family (HUF). In case of a Company or a Limited Liability Partnership or a Cooperative Society or a Society or a Trust, the organisation or its authorised signatory shall provide its GSTIN and PAN along with its Aadhaar number. <p><input checked="" type="checkbox"/> I, the holder of the above Aadhaar, hereby give my consent to Ministry of MSME, Government of India, for using my Aadhaar number as allotted by UIDAI for Udyam Registration. NIC / Ministry of MSME, Government of India, have informed me that my aadhaar data will not be stored/shared. / मैं, आधार धारक, इस प्रकार उद्यम पंजीकरण के लिए यूआईडीएआई के साथ अपने आधार संख्या का उपयोग करने के लिए सु०ण०म०उ० मंत्रालय, भारत सरकार को अपनी सहमति देता हूँ। एनआईसी / सु०ण०म०उ० मंत्रालय, भारत सरकार ने मुझे सूचित किया है कि मेरा आधार डेटा संग्रहीत / साझा नहीं किया जाएगा।</p> <p>Validate & Generate OTP</p>	<p>2. Name of Entrepreneur / उद्यमी का नाम</p> <input type="text" value="Name as per Aadhaar"/>
--	--

Activate Windows
Go to Settings to activate Windows.

Activities (NIC codes) not covered under MSMED Act, 2006 for Udyam Registration

16:17
17-09-2020

4

Inbox (2) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

UDYAM REGISTRATION FORM - For New Enterprise who are not Registered yet as MSME

Sample form for registration with PAN YES / Sample form for registration with NO PAN

Aadhaar Verification With OTP

<p>1. Aadhaar Number/ आधार संख्या</p> <input type="text" value="352538341170"/> <ul style="list-style-type: none"> Aadhaar number shall be required for Udyam Registration. The Aadhaar number shall be of the proprietor in the case of a proprietorship firm, of the managing partner in the case of a partnership firm and of a karta in the case of a Hindu Undivided Family (HUF). In case of a Company or a Limited Liability Partnership or a Cooperative Society or a Society or a Trust, the organisation or its authorised signatory shall provide its GSTIN and PAN along with its Aadhaar number. <p><input checked="" type="checkbox"/> I, the holder of the above Aadhaar, hereby give my consent to Ministry of MSME, Government of India, for using my Aadhaar number as allotted by UIDAI for Udyam Registration. NIC / Ministry of MSME, Government of India, have informed me that my aadhaar data will not be stored/shared. / मैं, आधार धारक, इस प्रकार उद्यम पंजीकरण के लिए यूआईडीएआई के साथ अपने आधार संख्या का उपयोग करने के लिए सु०ण०म०उ० मंत्रालय, भारत सरकार को अपनी सहमति देता हूँ। एनआईसी / सु०ण०म०उ० मंत्रालय, भारत सरकार ने मुझे सूचित किया है कि मेरा आधार डेटा संग्रहीत / साझा नहीं किया जाएगा।</p> <p>Validate & Generate OTP</p>	<p>2. Name of Entrepreneur / उद्यमी का नाम</p> <input type="text" value="Shubina A "/>
---	--

Activate Windows
Go to Settings to activate Windows.

2006 for Udyam Registration

16:18
17-09-2020

5

Inbox (2) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सुझम, लघु और मधुधम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

Sample form for registration with PAN YES / Sample form for registration with NO PAN

Aadhaar Verification With OTP

1. Aadhaar Number/ आधार संख्या 352538341170

2. Name of Entrepreneur / उद्यमी का नाम Shibina A L

- Aadhaar number shall be required for Udyam Registration.
- The Aadhaar number shall be of the proprietor in the case of a proprietorship firm, of the managing partner in the case of a partnership firm and of a karta in the case of a Hindu Undivided Family (HUF).
- In case of a Company or a Limited Liability Partnership or a Cooperative Society or a Society or a Trust, the organisation or its authorised signatory shall provide its GSTIN and PAN along with its Aadhaar number.

I, the holder of the above Aadhaar, hereby give my consent to Ministry of MSME, Government of India, for using my Aadhaar number as allotted by UIDAI for Udyam Registration. NIC / Ministry of MSME, Government of India, have informed me that my aadhaar data will not be stored/shared. / मैं, आधार धारक, इस प्रकार उद्यम पंजीकरण के लिए यूआईडीएआई के साथ अपने आधार संख्या का उपयोग करने के लिए सुंलममउउ मंत्रालय, भारत सरकार को अपनी सहमति देता हूं। पनआईसी / सुंलममउउ मंत्रालय, भारत सरकार ने मुझे सूचित किया है कि मेरा आधार डेटा संग्रहीत / साझा नहीं किया जाएगा।

***Enter One Time Password(OTP) Code**

OTP code

OTP has been sent to *****0732

Validate

Activate Windows
Go to Settings to activate Windows

Activities (NIC codes) not covered under MSMED Act, 2006 for Udyam Registration

Type here to search

16:19
17-09-2020

6

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सुझम, लघु और मधुधम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

Sample form for registration with PAN YES / Sample form for registration with NO PAN

Aadhaar Verification With OTP

1. Aadhaar Number/ आधार संख्या 352538341170

2. Name of Entrepreneur / उद्यमी का नाम Shibina A L

- Aadhaar number shall be required for Udyam Registration.
- The Aadhaar number shall be of the proprietor in the case of a proprietorship firm, of the managing partner in the case of a partnership firm and of a karta in the case of a Hindu Undivided Family (HUF).
- In case of a Company or a Limited Liability Partnership or a Cooperative Society or a Society or a Trust, the organisation or its authorised signatory shall provide its GSTIN and PAN along with its Aadhaar number.

I, the holder of the above Aadhaar, hereby give my consent to Ministry of MSME, Government of India, for using my Aadhaar number as allotted by UIDAI for Udyam Registration. NIC / Ministry of MSME, Government of India, have informed me that my aadhaar data will not be stored/shared. / मैं, आधार धारक, इस प्रकार उद्यम पंजीकरण के लिए यूआईडीएआई के साथ अपने आधार संख्या का उपयोग करने के लिए सुंलममउउ मंत्रालय, भारत सरकार को अपनी सहमति देता हूं। पनआईसी / सुंलममउउ मंत्रालय, भारत सरकार ने मुझे सूचित किया है कि मेरा आधार डेटा संग्रहीत / साझा नहीं किया जाएगा।

Your Aadhaar has been successfully verified. You can continue Udyam Registration process.

PAN Verification

3. Type of Organisation / संगठन के प्रकार 1. Proprietary / एकल स्वामित्व

4. Do you have PAN? Yes No

Activate Windows
Go to Settings to activate Windows

Type here to search

16:24
17-09-2020

7

UDYAM REGISTRATION FORM

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

Udyam Registration

5. Name of Entrepreneur as per PAN/Aadhaar (if enterprise does not have PAN)
Shibina A L

6. Mobile Number / मोबाइल नंबर +91-
7736236178

7. Email / ईमेल
shibisajeer1988@gmail.com

Categorization of ownership of the MSMEs on the basis of %age Share/Member/Contribution of amount

Sl. No.	Hindu Undivided Family (HUF)	Partnership (By Share)	Co-Operative (By Member)	Private Limited Company (By Share)	Public Limited Company (By Share)	Self Help Group (By Contribution)	Society (By Member)	Trust (By Contribution)
OBC	As per the category	51%	51%	51%	51%	51%	51%	51%
SC	As per the category	51%	51%	51%	51%	51%	51%	51%
ST	As per the category	51%	51%	51%	51%	51%	51%	51%
Women	if she is Karta	51%	51%	51%	51%	51%	51%	51%

In Case of proprietorship enterprise, the category of the unit would be the social category of the owner.

8

UDYAM REGISTRATION FORM

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

In Case of proprietorship enterprise, the category of the unit would be the social category of the owner.

8. Social Category / सामाजिक वर्ग
 General / सामान्य SC / अनुसूचित जाति ST / अनुसूचित जनजाति OBC / अन्य पिछड़ा वर्ग

9. Gender / लिंग
 Male / पुरुष Female / स्त्री Others / अन्य

10. Specially Abled (DIVYANG) / दिव्यांग
 Yes / हाँ No / नहीं

Data in fields 11 & 12 to be filled on self declaration basis.

11. Name of Enterprise / उद्यम का नाम
Safa Baking Tales

Plant/Unit Name / इकाई का नाम
Safa Baking Tales
Required

12. Location of Plant(s)/Unit(s)
Unit Name / इकाई का नाम
Select

9

UDYAM REGISTRATION FORM

सुझम, लघु और मधुम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

1 Safa Baking Tales

12. Location of Plant(s)/Unit(s)

Unit Name / इकाई का नाम
Safa Baking Tales

Flat/Door/Block No./फ्लैट / द्वार / ब्लॉक सं
A S Nivas

Name of Premises/ Building / परिसर/ भवन का नाम
A S Nivas

Village/Town / ग्राम/शहर
Pangode

Block / खंड
Melepaluvally

Road/ Street/ Lane/सड़क/ मार्ग / गली
paluvally Raod

City/नगर
Kallara

Pin/पिन
695609

State/राज्य
18.KERALA / केरल

District/जिला
12.THIRUVANANTHAPURAM / तिरुवनंतपुरम

Add Plant

13. Official Address of Enterprise / कार्यालय का पता

Flat/ Door/ Block No. / फ्लैट / द्वार / ब्लॉक सं
Flat/Door/Block No.

Name of Premises/ Building / परिसर/ भवन का नाम
Village/Town / ग्राम/शहर
Village/Town

Activate Windows
Go to Settings to activate Windows

Type here to search

16:30
17-09-2020

9

UDYAM REGISTRATION FORM

सुझम, लघु और मधुम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

Pin Choose State/UT Choose District

Add More

SN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District	De
1	Safa Baking Tales	A S Nivas	A S Nivas	Pangode	Melepaluvally	paluvally Raod	Kallara	695609	18.KERALA / केरल	12.THIRUVANANTHAPURAM / तिरुवनंतपुरम	X

13. Official Address of Enterprise / कार्यालय का पता

Flat/ Door/ Block No. / फ्लैट / द्वार / ब्लॉक सं
Flat/Door/Block No.

Name of Premises/ Building / परिसर/ भवन का नाम
Name of Premises/ Building

Village/Town / ग्राम/शहर
Village/Town

Block / खंड
Block

Road/ Street/ Lane/सड़क/ मार्ग / गली
Road/ Street/ Lane

City/नगर
City

Pin/पिन
Pin

State/ राज्य
Choose State/UT

District / जिला
Choose District

14. Previous EM-II/UAM Registration Number, if Any / पिछले EM-II/UAM पंजीकरण संख्या, यदि कोई है

Activate Windows
Go to Settings to activate Windows

Type here to search

16:33
17-09-2020

10

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Goc... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

State/राज्य Home NIC Code Useful Documents Print Update Details

Choose State/UT Choose District

Add More

SN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District	Del
1	Safa Baking Tales	A S Nivas	A S Nivas	Pangode	Melepaluvally	paluvally Raod	Kallara	695609	18.KERALA / केरल	12.THIRUVANANTHAPURAM / तिरुवनंतपुरम	X

13. Official Address of Enterprise / कार्यालय का पता

Flat/ Door/ Block No. / फ्लैट / द्वार / ब्लॉक सं
Safa Baking Tales

Name of Premises/ Building / परिसर/ भवन का नाम
A S Nivas

Village/Town / ग्राम/शहर
Pangode

Block / खंड
Melepaluvally

Road/ Street/ Lane/सड़क/ मार्ग / गली
paluvally Raod

City/नगर
Kallara

Pin/पिन
695609

State / राज्य
18.KERALA / केरल

District / जिला
12.THIRUVANANTHAPURAM / तिरुवनंतपुरम

14. Previous EM-II/UAM Registration Number, If Any / पिछले EM-II/UAM पंजीकरण संख्या, यदि कोई है
 N/A EM-II Previous UAM

Activate Windows
Go to Settings to activate Windows

Type here to search

11

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Goc... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

Choose State/UT Choose District

Pin Choose State/UT Choose District

14. Previous EM-II/UAM Registration Number, If Any / पिछले EM-II/UAM पंजीकरण संख्या, यदि कोई है
 N/A EM-II Previous UAM

15. Status of Enterprise

a. Date of Incorporation/registration
23/04/2020

b. Whether production/business commenced
 Yes No

Date of commencement
23/04/2020

16. Bank Details / बैंक विवरण

Bank Name / बैंक विवरण
INDIAN OVERSEAS BANK

IFS Code / आईएफएस कोड
IOBA301025

Bank Account Number / बैंक खाता संख्या
10250100001

17. Major Activity of Unit / इकाई की प्रमुख गतिविधि
 Manufacturing / विनिर्माण Services / सेवा

18. National Industrial Classification (NIC) Code for Activities(One or more activities can be added)

Search NIC Code in Lesser Steps (To Avoid 3 Step Selection of NIC Activities)

Search NIC Code

Activate Windows
Go to Settings to activate Windows

Type here to search

12

18. National Industrial Classification (NIC) Code for Activities(One or more activities can be added)

Search NIC Code in Lesser Steps (To Avoid 3 Step Selection of NIC Activities)

Search NIC Code

Manufacturing / विनिर्माण
 Services / सेवा

NIC 2 Digit Code: 10-Manufacture of food products
 NIC 4 Digit Code: 1071-Manufacture of bakery products
 NIC 5 Digit Code: 10712-Manufacture of biscuits, cakes, pastrie

Add Activity

19. Number of persons employed / नियोजित व्यक्तियों की संख्या

Male / पुरुष	Female / स्त्री	Others / अन्य	Total / संपूर्ण
Example:- 20	Example:- 20	Example:- 20	Example:- 20

For Assessment year 2019-20 (Relevant for classification of the enterprise during 2020-21) textboxes against points no. 20 & 21 may be filled in with information for previous year (2018-19) since this enterprise does not have PAN.

20. Investment in Plant and Machinery OR Equipment (in Rs.)

13

19. Number of persons employed / नियोजित व्यक्तियों की संख्या

Male / पुरुष	Female / स्त्री	Others / अन्य	Total / संपूर्ण
0	1	0	1

For Assessment year 2019-20 (Relevant for classification of the enterprise during 2020-21) textboxes against points no. 20 & 21 may be filled in with information for previous year (2018-19) since this enterprise does not have PAN.

20. Investment in Plant and Machinery OR Equipment (in Rs.)

Ref. OM dated 06/08/2020

Written Down Value (WDV) as on 31st March of the Previous Year 2018-19 (A)	Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices during 2018-19 (To be filled in on self-declaration basis) (B)	Net Investment in Plant and Machinery OR Equipment [(A)-(B)]
22000	0	22000

21. Turnover (in Rs.)

Ref. OM dated 06/08/2020

Total Turnover (A) during 2018-19	Export Turnover (B) during 2018-19	Net Turnover [(A)-(B)]
27635	0	27635

22. Are you interested in getting registered on Government e-Market (GeM) Portal Yes No

23. Are you interested in getting registered on TReDS Portals (one or more) Yes No

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents Print Update Details

Written Down Value (WDV) as on 31st March of the Previous Year 2018-19 (A) 22000

Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices during 2018-19 (To be filled in on self-declaration basis) (B) 0

Net Investment in Plant and Machinery OR Equipment [(A)-(B)] 22000

Total Turnover (A) during 2018-19 27635

Export Turnover (B) during 2018-19 0

Net Turnover [(A)-(B)] 27635

21. Turnover (in Rs.) Ref. OM dated 06/08/2020

22. Are you interested in getting registered on Government e-Market (GeM) Portal Yes No

23. Are you interested in getting registered on TReDS Portals(one or more) Yes No

24. District Industries Centre / जिला उद्योग कार्यालय
1.THIRUVANANTHAPURAM / तिरुवनंतपुरम

I hereby declare that information given above are true to the best of my knowledge. For any information, that may be required to be verified, proof/evidence shall be produced immediately before the concerned authority. / मैं एतद्वारा घोषणा करता हूँ कि उपर्युक्त सूचना मेरी जानकारी में सही है। कोई सूचना जिसको सत्यापित किया जाना अपेक्षित हो, उसे संबंधित प्राधिकारी के समक्ष तत्काल उपलब्ध कराया जाएगा।

Submit & Get Final OTP

Activate Windows
Go to Settings to activate Windows

MSMED Act, 2006 for Udyam Registration

Type here to search

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents 22000 Print Update Details

Total Turnover (A) during 2018-19 27635

Export Turnover (B) during 2018-19 0

Net Turnover [(A)-(B)] 27635

21. Turnover (in Rs.) Ref. OM dated 06/08/2020

22. Are you interested in getting registered on Government e-Market (GeM) Portal Yes No

23. Are you interested in getting registered on TReDS Portals(one or more) Yes No

24. District Industries Centre / जिला उद्योग कार्यालय
1.THIRUVANANTHAPURAM / तिरुवनंतपुरम

I hereby declare that information given above are true to the best of my knowledge. For any information, that may be required to be verified, proof/evidence shall be produced immediately before the concerned authority. / मैं एतद्वारा घोषणा करता हूँ कि उपर्युक्त सूचना मेरी जानकारी में सही है। कोई सूचना जिसको सत्यापित किया जाना अपेक्षित हो, उसे संबंधित प्राधिकारी के समक्ष तत्काल उपलब्ध कराया जाएगा।

*Enter One Time Password(OTP) Code
031

*Verification Code / सत्यापन कोड :
Enter below verification code
783NJT
[Code is case sensitive]

Final Submit Resent OTP

Activate Windows
Go to Settings to activate Windows

Type here to search

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home NIC Code Useful Documents 22000 Print Update Details

Total Turnover (A) during 2018-19: 27635 Export Turnover (B) during 2018-19: 0 Net Turnover ((A)-(B)): 27635

21. Turnover (in Rs.)
Ref. OM dated 06/08/2020

22. Are you interested in getting registered on Government e-Market (GeM) Portal Yes No

23. Are you interested in getting registered on TReDS Portals(one or more) Yes No

24. District Industries Centre / जिला उद्योग कार्यालय
1.THIRUVANANTHAPURAM / तिरुवनंतपुरम

I hereby declare that information given above are true to the best of my knowledge. For any information, that may be required to be verified, proof/evidence shall be produced immediately before the concerned authority. / मैं एतद्वारा घोषणा करता हूँ कि उपर्युक्त सूचना मेरी जानकारी में सही है। कोई सूचना जिसको सत्यापित किया जाना अपेक्षित हो, उसे संबंधित प्राधिकारी के समक्ष तत्काल उपलब्ध कराया जाएगा।

*Enter One Time Password(OTP) Code
031

*Verification Code / सत्यापन कोड :
Enter below verification code
783NUT
[Code is case sensitive]

Final Submit Resent OTP

Activate Windows
Go to Settings to activate Windows

Type here to search

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... UDYAM REGISTRATION FORM Your Orders

udyamregistration.gov.in/UdyamRegistration.aspx

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

udyamregistration.gov.in says
Udyam registration successfully submitted. Your Udyam Registration number is UDYAM-KL-12-0001493

22. Are you interested in getting registered on Government e-Market (GeM) Portal Yes No

23. Are you interested in getting registered on TReDS Portals(one or more) Yes No

24. District Industries Centre / जिला उद्योग कार्यालय
1.THIRUVANANTHAPURAM / तिरुवनंतपुरम

I hereby declare that information given above are true to the best of my knowledge. For any information, that may be required to be verified, proof/evidence shall be produced immediately before the concerned authority. / मैं एतद्वारा घोषणा करता हूँ कि उपर्युक्त सूचना मेरी जानकारी में सही है। कोई सूचना जिसको सत्यापित किया जाना अपेक्षित हो, उसे संबंधित प्राधिकारी के समक्ष तत्काल उपलब्ध कराया जाएगा।

*Enter One Time Password(OTP) Code
031473

*Verification Code / सत्यापन कोड :
783NUT
783NUT
[Code is case sensitive]

Final Submit Resent OTP

One Time Password (OTP) code has been sent to your mobile

Please wait...

Activate Windows
Go to Settings to activate Windows
Activities (NIC codes) ne...

Type here to search

18

The screenshot shows a web browser window with the URL `udyamregistration.gov.in/thankyou.aspx`. The page header includes the Ministry of Micro, Small Medium Enterprises logo and navigation links: Home, NIC Code, Useful Documents, Print, and Update Details. The main content area features a green checkmark icon and the following text: "Thank you for visiting Udyam Registration Portal of Ministry of MSME. Your Registration Number is **UDYAM-KL-12-0001493**. You are also informed that PAN and GSTIN Number are mandatory for Udyam Registration from 01.04.2021. You are advised to apply for PAN and GSTIN Number immediately and update the same on this website by 31.03.2021, to avoid suspension of Udyam Registration." Below the text are "Print" and "Home" buttons. The Windows taskbar at the bottom shows the system tray with the date 17-09-2020 and time 16:43.

19

This screenshot shows the same 'Thank you' page as in image 18, but with a print dialog box overlaid on the right side. The dialog is titled "Print" and shows "1 page" to be printed. The settings are: Destination: Save as PDF; Pages: All; Pages per sheet: 1; Margins: Default; Options: Headers and footers (checked), Background graphics (unchecked). The "Save" button is highlighted. The Windows taskbar at the bottom shows the system tray with the date 17-09-2020 and time 16:43.

The screenshot shows the 'PRINT UDYAM REGISTRATION CERTIFICATE' page. A dropdown menu is open under the 'Print' button, listing the following options: Print Udyam Certificate, Print Udyam Application, Print UAM Certificate, Print UAM Application, Verify Udyog Aadhaar, and Forgot Udyam/UAM No. The main form on the left is titled 'Udyam Registration Verification With OTP' and contains the following fields:

- 1. Udyam Registration Number:** UDYAM-KL-12-0001493
- 2. Enter Mobile (Filled in application):** 7736236178
- 3. Choose OTP Option:**
 - OTP on Mobile as filled in application
 - OTP on Email as filled in application
- 4. Enter One Time Password (OTP) Code:** (Empty field)

Below the fields is a 'Validate OTP & Print' button and a message: 'OTP (One Time Password) sent to your registered Mobile No (*****6178), This OTP is valid upto 10 Minutes.' To the right, 'Instructions for Print Udyam Registration' are provided:

1. Enter your Udyam Registration Number.
2. Enter mobile as filled in the Udyam application.
3. Choose any one option for OTP (One Time Password).
4. After clicking on 'Validate & Generate OTP' button, you will receive OTP on Selected Option.
5. Enter OTP and click on 'Validate OTP & Print' button. When your entered OTP matches successfully, you will be auto redirect to Print Certificate.

A red note states: 'Note: You are also informed that PAN and GSTIN are mandatory for Udyam Registration from 01.04.2021. You are advised to apply for PAN and GSTIN immediately and update the same on this website by 31.03.2021, to avoid suspension of Udyam Registration'.


This screenshot is similar to the previous one, but the 'Enter One Time Password (OTP) Code' field is now filled with the value '136177'. The rest of the page content, including the instructions and the red note, remains the same.

Inbox (3) - exodusstephen@g... | My Drive - Google Drive | Work Plan Sep-Oct 2020 - Go... | Your Orders | Print : Udyam Registration Cer... | +


udyamregistration.gov.in/PrintApplication.aspx?fudrn=QM91tnGE1MAG10YlyPkkVW==

[Print](#) [Home](#)

Note : You are also informed that PAN and GSTIN are mandatory for Udyam Registration from 01.04.2021. You are advised to apply for PAN and GSTIN immediately and update the same on this website by 31.03.2021, to avoid suspension of Udyam Registration



भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises



सूक्ष्म, लघु एवं मध्यम उद्यम
MICRO, SMALL & MEDIUM ENTERPRISES

UDYAM REGISTRATION CERTIFICATE

Our small hands to make you LARGE

TYPE OF ENTERPRISE	MICRO	MANUFACTURING
UDYAM REGISTRATION NUMBER	UDYAM-KL-12-0001493	
NAME OF ENTERPRISE	SAFA BAKING TALES	

Activate Windows
Go to Settings to activate Windows.

Type here to search

16:51 17-09-2020

Inbox (3) - exodusstephen@g... | My Drive - Google Drive | Work Plan Sep-Oct 2020 - Go... | Your Orders | Print : Udyam Registration Cer... | +

udyamregistration.gov.in/PrintApplication.aspx?fudrn=QM91tnGE1MAG10YlyPkkVW==

TYPE OF ENTERPRISE	MICRO	MANUFACTURING																				
UDYAM REGISTRATION NUMBER	UDYAM-KL-12-0001493																					
NAME OF ENTERPRISE	SAFA BAKING TALES																					
SOCIAL CATEGORY OF ENTREPRENEUR	OBC																					
NAME OF UNITS	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th colspan="4">Units Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="4">Safa Baking Tales</td> </tr> </tbody> </table>		SNo.	Units Name				1	Safa Baking Tales													
SNo.	Units Name																					
1	Safa Baking Tales																					
OFFICAL ADDRESS OF ENTERPRISE	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Flat/Door/Block No.</th> <th>Safa Baking Tales</th> <th>Name of Premises/ Building</th> <th>A S Nivas</th> </tr> </thead> <tbody> <tr> <td>Village/Town</td> <td>Pangode</td> <td>Block</td> <td>Melepaluvally</td> </tr> <tr> <td>Road/Street Lane</td> <td>pahuvally Raod</td> <td>City</td> <td>Kallara</td> </tr> <tr> <td>State</td> <td>KERALA</td> <td>District</td> <td>THIRUVANANTHAPURAM , Pin 695609</td> </tr> <tr> <td>Mobile</td> <td>7736236178</td> <td>Email:</td> <td>thibinasajeer1988@gmail.com</td> </tr> </tbody> </table>		Flat/Door/Block No.	Safa Baking Tales	Name of Premises/ Building	A S Nivas	Village/Town	Pangode	Block	Melepaluvally	Road/Street Lane	pahuvally Raod	City	Kallara	State	KERALA	District	THIRUVANANTHAPURAM , Pin 695609	Mobile	7736236178	Email:	thibinasajeer1988@gmail.com
Flat/Door/Block No.	Safa Baking Tales	Name of Premises/ Building	A S Nivas																			
Village/Town	Pangode	Block	Melepaluvally																			
Road/Street Lane	pahuvally Raod	City	Kallara																			
State	KERALA	District	THIRUVANANTHAPURAM , Pin 695609																			
Mobile	7736236178	Email:	thibinasajeer1988@gmail.com																			
DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE	23/04/2020																					
DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS	23/04/2020																					
NATIONAL INDUSTRY CLASSIFICATION CODE(S)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th>NIC 2 Digit</th> <th>NIC 4 Digit</th> <th>NIC 5 Digit</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10 - Manufacture of food products</td> <td>1071 - Manufacture of bakery products</td> <td>10712 - Manufacture of biscuits, cakes, pastries, rolls etc.</td> <td>Manufacturing</td> </tr> </tbody> </table>		SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity	1	10 - Manufacture of food products	1071 - Manufacture of bakery products	10712 - Manufacture of biscuits, cakes, pastries, rolls etc.	Manufacturing										
SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity																		
1	10 - Manufacture of food products	1071 - Manufacture of bakery products	10712 - Manufacture of biscuits, cakes, pastries, rolls etc.	Manufacturing																		
DATE OF UDYAM REGISTRATION	17/09/2020																					

Disclaimer: This is computer generated statement, no signature required.
Printed from <https://udyamregistration.gov.in>

For any assistance, you may contact:

1. DIC, THIRUVANANTHAPURAM

Activate Windows
Go to Settings to activate Windows.

Type here to search

16:51 17-09-2020

Inbox (3) - exodusstephen@g... My Drive - Google Drive Work Plan Sep-Oct 2020 - Go... Your Orders Print : Udyam Registration Cer... udyamregistration.gov.in/PrintApplication.aspx?fudrn=QM91tnGE1MAg10YlyPlkVjW==

SOCIAL CATEGORY OF ENTREPRENEUR	OBC				
NAME OF UNITS	Units Name				
	SNo.	1 Safa Baking Tales			
OFFICAL ADDRESS OF ENTERPRISE	Flat Door/Block No.	Safa Baking Tales	Name of Premises/ Building	A S Ntras	
	Village/Town	Pangode	Block	Molepaluvally	
	Road/Street/Lane	paleuvally Road	City	Kallara	
	State	KERALA	District	THIRUVANANTHAPURAM , Pin 695609	
	Mobile	7756236178	Email:	shibinrajeer1988@gmail.com	
DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE	23/04/2020				
DATE OF COMMENCEMENT OF PRODUCTION/BUSINF.SS	23/04/2020				
NATIONAL INDUSTRY CLASSIFICATION CODE(S)	SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
	1	10 - Manufacture of food products	1071 - Manufacture of bakery products	10712 - Manufacture of biscuits, cakes, pastries, rusks etc.	Manufacturing
DATE OF UDYAM REGISTRATION	17/09/2020				

Disclaimer: This is computer generated statement, no signature required.
Printed from <https://udyamregistration.gov.in>

For any assistance, you may contact:

1. DIC **THIRUVANANTHAPURAM**
2. MSME-DI **THRISSUR**

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.champions.gov.in

BE A CHAMPION with the Ministry of MSME

Activate Windows
Go to Settings to activate Windows.

Type here to search

16:52
17-09-2020

Annexure 6.9: Steps for FSSAI Registration

What is FSSAI?

Food safety & Standard Authority of India (FSSAI) is an autonomous body established under Ministry of Health & Family welfare, Government of India. It is responsible for protecting and promoting public health through the regulation and supervision of food safety.

Who can get FSSAI?

Obtaining a FSSAI license is mandatory before starting any food business operation in India. The following kind of business in the food sector has to get mandatory license in India

- All types of food manufacturers
- Food packaging Unit
- Food storage unit
- Wholesale food business operator
- Food Traders
- Online food business operators
- Caterers or Hotel
- Raw food material supplier
- Exporter and importer of food products
- Food products transporters and distributors
- Food products retailers

What are the types of licenses under FSSAI?

There are three categories of licenses available under FSSAI which are as follows:

1. Registration: Businesses with a turnover up to Rs 12 lakh have to take registration certificate from FSSAI.
2. State license- Businesses with a turnover of 12 lakh to 20 crores have to take a state license certificate from FSSAI
3. Central license- Businesses with a turnover above 20 crores have to take a central license certificate from FSSAI

What are the benefits of taking FSSAI license?

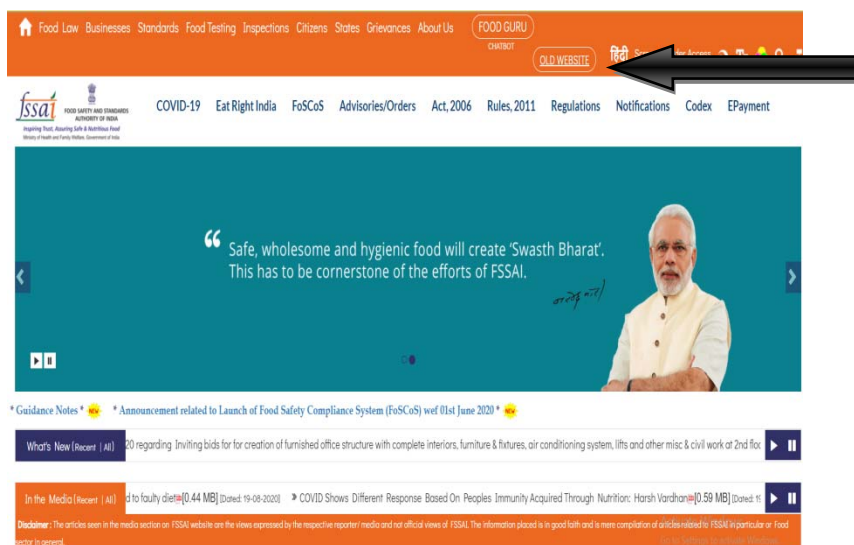
FSSAI food license helps to assure the customer that the products are safe for consumption. It is also an impressive tool to showcase that all the products have been tested and approved for quality. It also helps in justifying that the entrepreneur has taken all the reasonable precautions to ensure safety and quality of food

products. Hence, the FSSAI license helps in building good will among the customers as well as emphasizes the authenticity and quality of the product

How to do FSSAI registration for a business?

The detailed step by step processes for FSSAI registration for businesses with turnover up to 12 lakhs are as follows:

(Note: The steps to get the state and central license remains the same till step 13. In case the business turnover is more than 12 lakhs, please select second option at step 13 and proceed with filling the registration form. Repeat the same to get central license)



Step 1: Go to google chrome and type www.fssai.gov.in. This will bring you to the main page of FSSAI portal. In order to apply for the license, click on old website appearing on the top of the page



Step 2: After clicking on old website a page like this will appear. Click on the licensing & registration in order to proceed further with the process

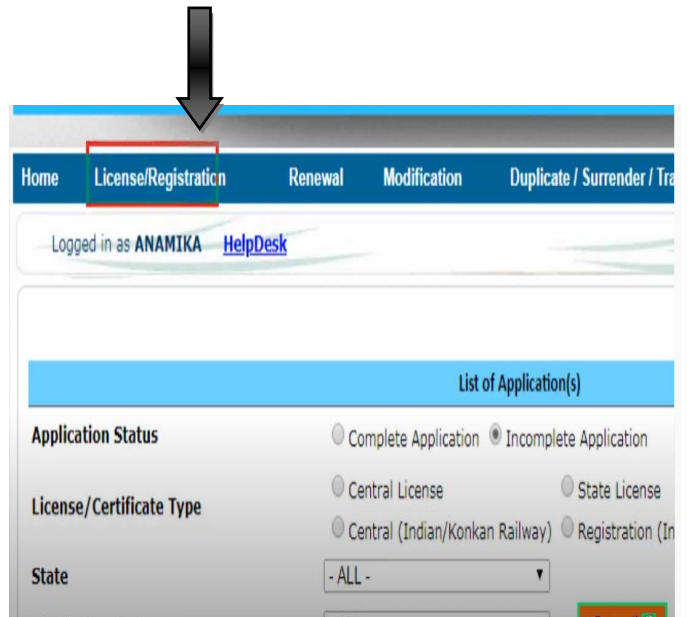
Step 3: After clicking on Licensing & registration a screen like this will appear where the entrepreneur will have to sign up in order to fill the form

Step 4: After clicking on Sign Up a form like this will appear which has basic details of entrepreneur like name, name of the enterprise, address where the enterprise is open, state, district, pin code, mobile number along with username and password has to be filled . After filling the form submit button has to be pressed.

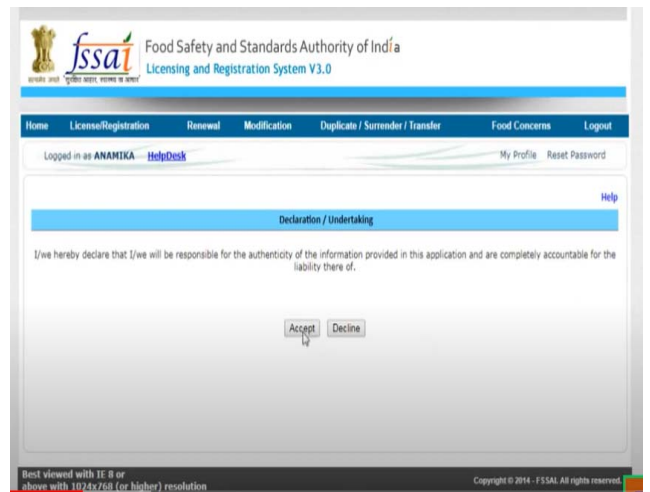
Step 5: After filling the form successfully, the screen confirming the successful creation of account will appear. In order to move ahead with the registration process, click on click here



Step 6: Fill the Username and Password created in the previous step and Sign in to proceed for license registration

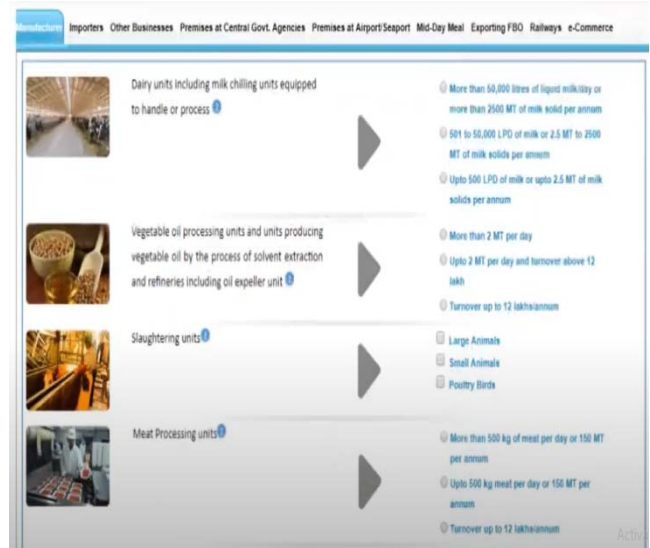
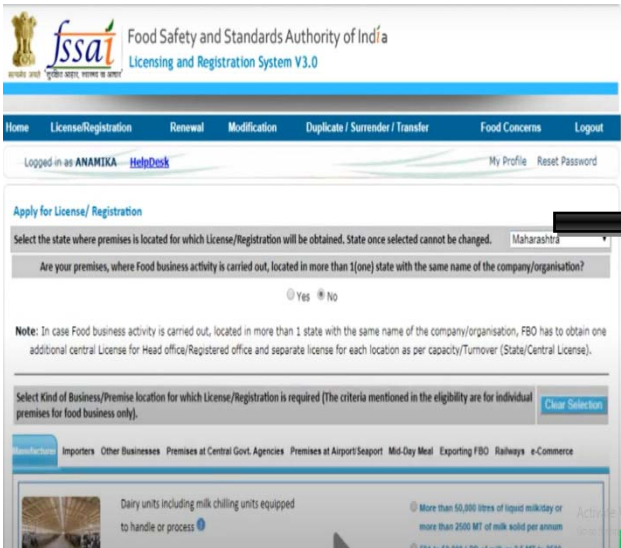


Step 7: After signing in, a screen like this will appear, click on license registration on the top



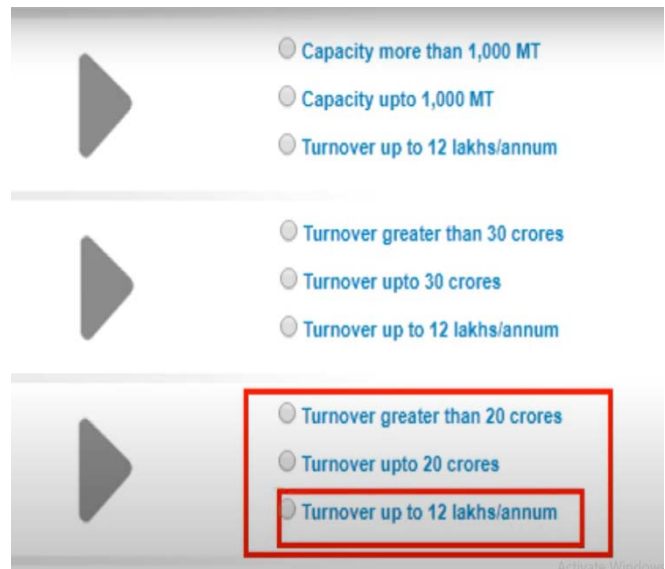
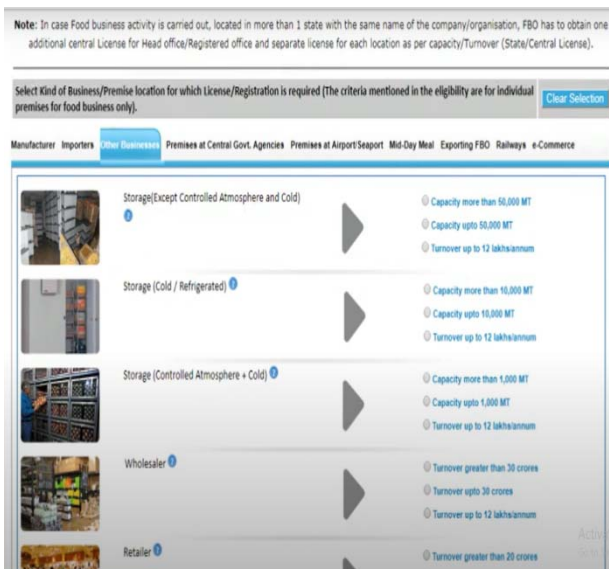
Step 8: After clicking on License registration a window link above will appear. Click on Apply for License/Registration

Step 9: After clicking on license registration a screen like this will appear and press on Accept to start filling the form



Step 10: After clicking accept a screen like this will appear. The detail of the state in which the food business is running has to be filled followed by the other details that will appear in the form

Step 11: Moving ahead in the form details about selecting the type of business will appear. The type can be selected from (Importers, e-Commerce, Other business etc.)



Step 12: An example that comes under the list of other business is shown on the screen

Step 13: A list of selecting the type of business from these category will appear.

The screenshot shows a selection interface with four business categories, each with a small image and a description. To the right of each category are radio buttons for selection and a list of criteria. At the bottom are 'Proceed' and 'Cancel' buttons.

Business Category	Criteria
Transporter (having a number of specialized vehicles like insulated refrigerated van/ wagon, milk tankers etc.)	<input type="radio"/> Having more than 100 vehicles/wagons or turnover more than 30 crores <input type="radio"/> Having upto 100 vehicles/ wagons or turnover upto 30 crores <input type="radio"/> Turnover up to 12 lakhs/annum
Marketer	<input type="radio"/> Turnover greater than 20 crores <input type="radio"/> Turnover upto 20 crores <input type="radio"/> Turnover up to 12 lakhs/annum
Hawker (Itinerant / mobile food vendor)	<input type="checkbox"/> Hawker
Petty Retailer of snacks / tea shops	<input type="checkbox"/> Petty Retailer of snacks/tea shops

Note: Each location will be issued separate license (except transporter where one license will be issued for all vehicle of a single transporter/ business). In case FBO is operating in more than one state, he has to obtain one additional Central License for Head office/ registered office and separate license for each

Step 14: After selecting the type and category of the business, click on process

The screenshot shows the FSSAI web portal. The user is logged in as ANAMIKA. The 'Apply for License/ Registration' section displays a table with the following data:

Kind of Business	License Category	Action
Food Business Operator - Retailer	Registration	Click to apply

A black arrow points to the 'Click to apply' link. Below the table is a 'Cancel' button.

Step 15: After clicking on process, a screen like this will appear where the detail of the kind of business will be written. Click on click to apply for proceeding in the registration process

Form "A"
 [See Regulation 2.1.1 and Regulation 2.1.7]

Application for Registration under Food Safety and Standards Act, 2006

Individual
 Partner
 Proprietor
 Secretary of dairy co-operative society
 Other(s)

Step 16: After clicking on click, here a form like this will appear

Application for Registration under Food Safety and Standards Act, 2006

Applicant Details

Name of Applicant / Company *

Designation : * Individual Partner Proprietor Secretary of dairy co-operative society Other(s)

Kind of Business

Retailer

Permanent / Temporary Stall Holder
 Hawker (Itinerant / Mobile food vendor)
 Home based canteens/dabba wallas
 Petty Retailer of snacks/tea shops
 Manufacturer/Processor
 Re Packer
 Food stalls/arrangements in Religious gatherings, fairs etc
 Milk producers (who are not member of dairy co operative society)/ milk vendor
 Dhaba
 Fish/meat/poultry shop/seller
 Other(s)
 Food Vending Agencies

Address of Premises where food business is located

State : * Maharashtra

Address : *

Sub-Division/Station/Division (Railways) : * --Select Sub-Division--

District/Region/Zone : * Select District

Pin Code : *

Nearest Landmark :

Village : --Select Village--

Is your Correspondence Address same as Address of Premises? Yes No

Step 17: Start filling the form with the details that is coming in the form

Correspondence Address

Address * B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI Sub-Division/Station/Division (Railways) * Greater Mumbai Ward-P/S

State * Select
 01 - Dairy products and analogues, excluding products of food category 02 0
 02 - Fats and oils, and fat emulsions
 District/Region * 03 - Edible ices, including sherbet and sorbet
 04 - Fruits and vegetables (including mushrooms and fungi, roots and tubers, fresh pulses and legumes, and aloe vera), seaweeds, and nuts and seeds
 Contact * 05 - Confectionery
 Tel No * 06 - Cereals and cereal products, derived from cereal grains, from roots and tubers, pulses, legumes and pith or soft core of palm tree, excluding bakery wares of food category 07 0
 07 - Bakery products
 Fax * 08 - Meat and meat products, including poultry
 [Note: In 09 - Fish and fish products, including molluscs, crustaceans, and echinoderms
 Contact * 10 - Eggs and egg products
 11 - Sweeteners, including honey
 Years you 12 - Salts, spices, soups, sauces, salads and protein products
 No. of ye 13 - Foodstuffs intended for particular nutritional uses
 14 - Beverages, excluding dairy products
 15 - Ready-to-eat savouries
 Details of 16 - Prepared Foods
 Sl. No. 99 - Substances added to food
 Select Save & Add

Personal Identification Details

Upload Photo * Choose File No file chosen Upload

Upload Document for Identity Proof * (eg: Ration Card, Voter ID Card etc.) --Select ID Type-- Choose File No file chosen Upload

Step 18: The part about selecting the details of the food items has to be done from the drop down menu.

Correspondence Address

Address * B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI Sub-Division/Station/Division (Railways) * Greater Mumbai Ward-P/S

State * Maharashtra Village Motilal Nagar No.1

District/Region/Zone * Greater Mumbai Pin Code * 400104

Contact Details

Tel No Example-01122222222 Mobile No. +91 - [Redacted]

Fax Example-01122222222 Email-ID sikhnahai@gmail.com

[Note: In case the number(s) are a PP or common number(s), please specify the name of the contact person as well]

Contact Person ANAMIKA

Years you want to apply for -
 No. of years you want to apply for : 1 Years

Details of food items proposed to be manufactured or sold

Sl. No.	Name of the food category	Action
1	12 - Salts, spices, soups, sauces, salads and protein products	Delete
2	99 - Substances added to food	Delete
	Select	Save & Add

Personal Identification Details

Upload Photo * Choose File No file chosen Upload

Upload Document for Identity Proof * (eg: Ration Card, Voter ID Card etc.) --Select ID Type-- Choose File No file chosen Upload

Step 19: The details about the food items can be done more than one time for all the number of items

Step 20: After filling the details of food category then personal identification details of the entrepreneur has to be filled. A photo of an entrepreneur has to be uploaded in the jpg, jpeg, png format with file size 3 MB has to be uploaded

Personal Identification Details

Upload Photo *

Upload Document for Identity Proof * (eg: Ration Card, Voter ID Card etc.)

Supporting documents (if any):

Sl.No	Document Description	Upload Document(s)	Action
	Declaration Form	Choose File No file chosen	Save & Add

Supported Formats: jpg, jpeg, bmp, png, gif
Max file size: 3 MB.

Supporting documents (if any):

Sl.No	Document	Upload Document(s)	Action
	Declaration Form	Choose File No file chosen	Save & Add

Other Details

In case of business - intended date of start :

In case of Seasonal business, State the opening and closing period of the year :

Source of Water Supply *

Whether any electric power is used in manufacturing of food items

Step 21: Here identity proof of the entrepreneur has to be filled. From the list of drop down menu (Aadhar, PAN, Ration Card, Passport, Voter ID) one document has to be uploaded in the jpg, jpeg, png format with file size 3 MB

Step 22: The next step is to fill the supporting documents. The entrepreneur can select one option from the drop down menu (Declaration form, NOC by panchayat, Health NOC). In case the entrepreneur is opting for Declaration form, she/he will have to follow the following step

Supporting documents (if any):

Sl.No	Document Description	Upload Document(s)	Action
	Declaration Form	Choose File No file chosen	Save & Add

Other Details

In case of business - intended date of start :

In case of Seasonal business, State the opening and closing period of the year :

Source of Water Supply *

Whether any electric power is used in manufacturing of food items

Personal Identification Details

Upload Photo : * [View](#) [Delete](#)

Upload Document for Identity Proof * [View](#) [Delete](#)
(eg: Ration Card, Voter ID Card etc.)

Supporting documents (if any):

Sl.No	Document Description	Upload Document(s)	Action
	Declaration Form Download Form English Hindi	<input type="button" value="Choose File"/> No file chosen	Save & Add

Step 23: After opting for declaration two options of English and Hindi will appear. Click on English to download the declaration form in English and same for Hindi



Step 24: After selecting on English, a declaration form will open. You will have to download the form, take a printout get the signature of the entrepreneur, and upload the form with entrepreneur's signature in the next step



Supporting documents (if any):

Sl.No	Document Description	Upload Document(s)	Action
	Declaration Form Download Form English Hindi	Choose File 3.jpg	Save & Add

Other Details

In case of business – intended date of start :

In case of Seasonal business, State the opening and closing period of the year :
 -SELECT- To: -SELECT-

Source of Water Supply : *
 Public Private Other(s) N/A

Whether any electric power is used in manufacturing of food items Yes No

Step 25: Upload the declaration form signed by the entrepreneur in JPG format

Other Details

In case of business – intended date of start :

In case of Seasonal business, State the opening and closing period of the year :
 -SELECT- To: -SELECT-

Source of Water Supply : *
 Public Private Other(s) N/A

Whether any electric power is used in manufacturing of food items Yes No

[Save & Next](#) [Cancel](#)

Other Details

In case of business – intended date of start :

In case of Seasonal business, State the opening and closing period of the year :
 -SELECT- To: -SELECT-

Source of Water Supply : *
 Public Private Other(s) N/A

Whether any electric power is used in manufacturing of food items Yes No

Sanction Electricity Load or HP Used : *

[Save & Next](#) [Cancel](#)

Step 26: Fill the other details regarding the water supply and electricity arrangement at the enterprise and then click on Save & Next

UPLOAD FORM 'A'

Name of Applicant / Company: PIHU MASALA STORES Premises Address: B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI, Greater Mumbai Ward-P/5, Greater Mumbai (Maharashtra), - 400104

Kind of Business	Certificate Category	Eligibility
Retailer	REGISTRATION CERTIFICATE	Turnover up to 12 lakhs/annum

Upload Form - A

Your Application Ref No. is: 30190417155758940

Please take the print of form by clicking the below link 'print FORM 'A'' and upload the signed copy of the same by clicking browse/choose file and upload link, in case, you do not upload the form, your application will list as incomplete application and you can search it from Home page under incomplete application and click on "Proceed" against the application no.

[Print FORM 'A'](#)

Electronically

Choose File No file chosen Upload Submit

Step 27: After Save & Next, this screen will appear. Click on Print Form A

https://foodlicensing.fssai.gov.in/REG/RG_ViewDetails.aspx?ReqID=11481637

Food and Drug Administration, Maharashtra State (Govt. of Maharashtra) Licensing and Registration System V3.0

Form "A"
[See Regulation 2.1.1 and Regulation 2.1.7]

Application for Registration under Food Safety and Standards Act, 2006

Application No: 30190417155758940
Name of Applicant / Company: PIHU MASALA STORES
Kind of Business: Retailer
Designation: Individual

Address of Premises where food business is located		Correspondence Address Details	
Address	B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI	Address	B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI
State	Maharashtra	State	Maharashtra
District/Region/Zone	Greater Mumbai	District/Region/Zone	Greater Mumbai
Sub-Division/Station/Division (Railways)	Greater Mumbai Ward-P/5	Sub-Division/Station/Division (Railways)	Greater Mumbai Ward-P/5
Village	Motilal Nagar No.1	Village	Motilal Nagar No.1
Pin Code	400104	Pin Code	400104

Contact Details

Step 28: The filled form will appear, download, and take the printout of the Form A

UPLOAD FORM 'A'

Name of Applicant / Company: PIHU MASALA STORES Premises Address: B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI, Greater Mumbai Ward-P/5, Greater Mumbai (Maharashtra), - 400104

Kind of Business	Certificate Category	Eligibility
Retailer	REGISTRATION CERTIFICATE	Turnover up to 12 lakhs/annum

Upload Form - A

Your Application Ref No. is: 30190417155758940

Please take the print of form by clicking the below link 'print FORM 'A'' and upload the signed copy of the same by clicking browse/choose file and upload link, in case, you do not upload the form, your application will list as incomplete application and you can search it from Home page under incomplete application and click on "Proceed" against the application no.

[Print FORM 'A'](#)

Electronically

Choose File 4.jpg Upload Submit

Step 29: Select the downloaded form and upload it here

UPLOAD FORM 'A'

Name of Applicant / Company: PIHU MASALA STORES Premises Address: B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI, Greater Mumbai Ward-P/5, Greater Mumbai (Maharashtra), - 400104

Kind of Business	Certificate Category	Eligibility
Retailer	REGISTRATION CERTIFICATE	Turnover up to 12 lakhs/annum

Upload Form - A

Your Application Ref No. is: 30190417155758940

Please take the print of form by clicking the below link 'print FORM 'A'' and upload the signed copy of the same by clicking browse/choose file and upload link, in case, you do not upload the form, your application will list as incomplete application and you can search it from Home page under incomplete application and click on "Proceed" against the application no.

[Print FORM 'A'](#)

[View](#) [Delete](#)

Submit

Step 30: Submit the form after the upload is successful

Food Safety and Standards Authority of India
Licensing and Registration System V3.0

Home License/Registration Renewal Modification Duplicate / Surrender / Transfer Food Concerns Logout

Logged in as ANAMIKA HelpDesk My Profile Reset Password

Payment Details

Select Payment Mode : * Treasury Challan

Step 31: After uploading the form the next step is to the payment. Only Treasury Challan is accepted here so follow the next steps in order to complete the registration

Step 32: Click on Treasury Challan and the following screen will appear. The amount to get the license for 1 year is Rs100, for 2 year it is 200, for 3 Rs 300 , for 4 Rs 400 and for 5 year Rs. 500. While filling the form, the detail about the number of year the license is requested has to be filled. In order to fill the Treasury Challan No., follow the next steps

Home License/Registration Renewal Modification Duplicate / Surrender / Transfer Food Concerns Logout

Logged in as ANAMIKA HelpDesk My Profile Reset Password

Payment Details

Select Payment Mode : * Treasury Challan

Treasury Challan Detail(s)

Registration Fee Rs. 100

Treasury Challan No. * Challan Date * 17/04/2019

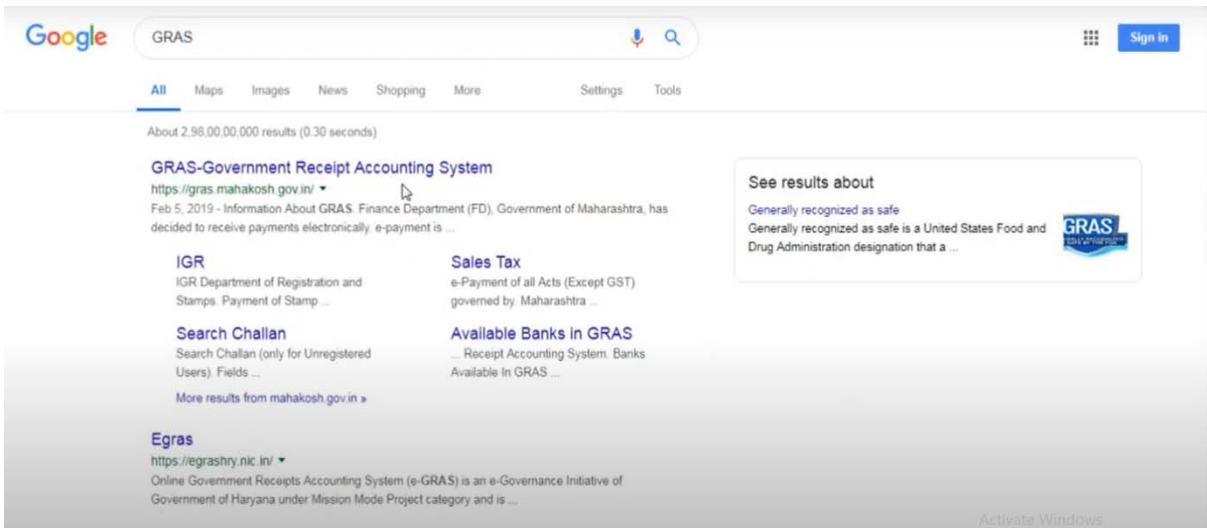
Major Head * 0210 Sub Major Head * 04

Minor Head 104

Group Sub Head * 01 Sub Head * 01

Detailed Head Sub Detailed Head

Non Plan/Plan Non Plan Plan Charged/Voted Charged Voted





Step 33: Go to goggle chrome and type GRAS- Government Receipt Accounting System and click on it





Select Department

Top Four Departments Having Highest Transactions


IGR


Excise


RTO


Revenue

- OR -

Type Few Characters of Department Name :

Skip Selection and go to Normal page of Payment

Step 35: This screen will appear. Click on revenue

Step 36: Fill the details of the form

GRAS Government Receipt Accounting System

Virtual Treasury, Directorate of Accounts & Treasuries,
Finance Department, Government of Maharashtra, India

Make Payment Home

Department Details

Department *	Revenue Department	Payment Type *	Select Payment Type
District *	Select District	Office Name *	Select Office Name
Scheme Name *	Select Scheme Name		
Period Year *	2019-2020	Select Period	
Form ID	Select		

Account Details

Scheme Name	Amount
Total Amount	₹ <input type="text"/>

GRAS Government Receipt Accounting System

Virtual Treasury, Directorate of Accounts & Treasuries,
Finance Department, Government of Maharashtra, India

Make Payment Home

Department Details

Department *	Revenue Department	Payment Type *	Select Payment Type
District *	<ul style="list-style-type: none"> Directorate Of Town Planning And Valuation District And Sessions Court Finance Department (mantralaya) Food And Drugs Administration Food, Civil Supplies and consumer Protection Department High Court Home Dept (mantralaya) Industrial Courts Inspector General Of Registration Labour Courts Maharashtra Institute Of Labour Studies P. L. Deshpande Maharashtra Kala Academy 	Office Name *	Select Office Name
Scheme Name *	<ul style="list-style-type: none"> Principal Chief Conservator Of Forests Principal Judge, Bombay City Civil And Sessions Court Registrar Of Firms Revenue Department Settlement Commissioner And Director Of Land Records Special Court (TORTS), Bombay State Commission and District Consumer Redressal Forum Transport Commissioner 		
Period Year *	2019-2020	Select Period	
Form ID	Select		

Account Details

Scheme Name	Amount
Total Amount	₹ <input type="text"/>

Payer Details

Step 37: In the department section select Food and Drug Administration

Department * Food And Drugs Administration | Payment Type * Select Payment Type

District * Select District | Office Name * Drug Manufacturing Certificate

Scheme Name * Select Scheme Name

Period Year * 2019-2020 | Select Period

Form ID * Select

Account Details

Scheme Name	Amount
Total Amount	₹

Step 38: In the payment type select Food registration

Step 39: Under the Scheme name select Receipt under food and drug act

Department * Food And Drugs Administration | Payment Type * Food Registration

District * MUMBAI | Office Name * JT COMMISSIONER BRIHANMUMBAI

Scheme Name * Select Scheme Name

Period Year * 2019-2020 | Select Period

Form ID * Select

Account Details

Scheme Name	Amount
Total Amount	₹

Step 40: Under the office name select the name of the municipal corporation in this case Brihanmumbai is selected

Department * Food And Drugs Administration | Payment Type * Food Registration

District * MUMBAI | Office Name * JT COMMISSIONER BRIHANMUMBAI

Scheme Name * Select Scheme Name

Period Year * 2019-2020 | Select Period

Form ID * Select

Account Details

Scheme Name	Amount
Total Amount	₹

[Make Payment](#) [Home](#)

Department Details

Department *	Food And Drugs Administration	Payment Type *	Food Registration
District *	MUMBAI	Office Name *	JT COMMISSIONER BRIHANMUMBAI
Scheme Name *	Receipts under Food and Drugs Act		
Period Year *	2019-2020	Annual	
Form ID	Select		

Account Details

Scheme Name	Amount
0210055401 Registration Fee	₹ 100
Total Amount	₹ 100.00

Step 41: Fill the details of the period year and Form ID

Account Details

Scheme Name	Amount
0210055401 Registration Fee	₹ 100
Total Amount	₹ 100.00

Payer Details

Department Tax ID		PAN	
Name *	ANAMIKA		
Block No/ Premises		Locality/Road	
Area/City		PIN	
Mobile No. *	[Redacted]		
Remarks			

Payment Details

Payment Mode: e-Payment Payment Across Bank Counter (Cash/Cheque) SBI epay Payment Gateway (Customer Charges)


Step 42: Fill the account details and amount

Name *	ANAMIKA		
Block No/ Premises		Locality/Road	
Area/City		PIN	
Mobile No. *	[Redacted]		
Remarks			

Payment Details

Payment Mode: e-Payment Payment Across Bank Counter (Cash/Cheque) SBI epay Payment Gateway (Customer Charges)

Select Bank *: STATE BANK OF INDIA

Image Text: 5 GC J C m  Input Image Text*

Fields marked with (*) are mandatory

[Submit](#) [Reset](#)

Step 43: Select the payment mode (e-payment/SBI payment gateway). Submit the details and it will lead you to second

Department	Food And Drugs Administration	Pan	
Type of Payment	Food Registration/Receipts under Food and Drugs Act	Tax-Id	
Office Name	JT COMMISSIONER BRIHANMUMBAI	PAN No (If Applicable)	
Location	MUMBAI	Full Name	
Year	2019-2020 Annual From 01/04/2019 To 31/03/2020	Flat/Block No,Primitives/Blgd	
Account Head Detail	Amount in Rs	Road/Street, Area/Locality	
0210055401 Registration Fee	100	Town/City/District	
		PIN	
		Mobile No.	
		Remarks	
Total Amount	100.00	Amount in Words	
Payment Details			
Payment Mode Selected	Online/Internet Banking		
Bank Selected	STATE BANK OF INDIA		

All the information entered is found correct in the above draft. I want to proceed for Online/Internet Banking payment us
 Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.
 Refund of challan will be processed by respective Department
 Agree Disagree

JT COMMISSIONER BRIHANMUMBAI 2019-2020 Annual From 01/04/2019 To 31/03/2020 Registration Fee

Your GRN Number Is
 MH000578568201920E
 Note Down Your GRN Number For Future Reference

ANAMI
Idg
ty
797766

Step 44: The GRN number will appear on the screen. Write it down and save it for future use

SBI

Your previous site visit: 17-Apr-2019 14:40 IST

MAHARASHTRA GOVT

Account Details

Reference No.	K03AEDRE6
Debit Account No.	00000035734712028
GRN	MH000578568201920E
Amount	INR 100.00
Amount in Words	One Hundred Rupees only
Status	Completed Successfully
Debit Branch	GOREGAON (WEST)
Date - Time	17-Apr-2019 17:25 IST

[Click here to see the challan details](#)

[Download in PDF](#)

[Click here](#) to return to the MAHARASHTRA GOVT site. Else, you will be automatically redirected to the MAHARASHTRA GOVT site in 5 seconds.

© Copyright SBI

CHALLAN
MTR Form Number-6

Date: 17/04/2019-17:23:13 Form ID

GRN	MH000578568201920E	BARCODE	Date: 17/04/2019-17:23:13		Form ID
Department	Food And Drugs Administration	Payer Details			
Type of Payment	Food Registration Receipts under Food and Drugs Act	TAX ID (If Any)			
Office Name	JT COMMISSIONER BRIHANMUMBAI	PAN No (If Applicable)			
Location	MUMBAI	Full Name	ANAMIKA		
Year	2019-2020 From 01/04/2019 To 31/03/2020	Flat/Block No.			
Account Head Details	Amount in Rs.	Primitives/Building			
0210055401 Registration Fee	100.00	Road/Street			
		Area/Locality			
		Town/City/District			
		PIN			
		Remarks (If Any)			

Step 45: Complete the payment process after which download and take the printout of the receipt

Payment Details

Select Payment Mode : * Treasury Challan

Treasury Challan Detail(s)

Registration Fee Rs. 100

Treasury Challan No. * Challan Date *

Major Head * Sub Major Head *

Minor Head

Group Sub Head * Sub Head *

Detailed Head Sub Detailed Head

Non Plan/Plan Non Plan Plan Charged/Voted Charged Voted

Contingency Fund MH/Service Major Head *

DDO Code * Bank Branch Code *

Upload Treasury Challan * No file chosen

Payment Details

Select Payment Mode : * Treasury Challan

Treasury Challan Detail(s)

Registration Fee Rs. 100

Treasury Challan No. * Challan Date *

Major Head * Sub Major Head *

Minor Head

Group Sub Head * Sub Head *

Detailed Head Sub Detailed Head

Non Plan/Plan Non Plan Plan Charged/Voted Charged Voted


Contingency Fund MH/Service Major Head *

DDO Code * Bank Branch Code *


Upload Treasury Challan * EchallanMHD..01920E.pdf

Step 46: Go back to the payment details section of the FSSAI form and fill the treasury challan number after which upload the same in pdf version as well

Logged in as ANAMIKA [HelpDesk](#) My Profile | Reset Pass



Food and Drug Administration, Maharashtra State
(Govt. of Maharashtra)



Licensing and Registration System V3.0

Receipt

Reference Number	30190417155758940	Application Date	17/04/2019
Name of Applicant	PIHU MASALA STORES		
Premises Address	B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, MUMBAI		
Kind of Business	Retailer		
Category of License	REGISTRATION		
Fee Paid	Rs. 100(1 Year(s))		

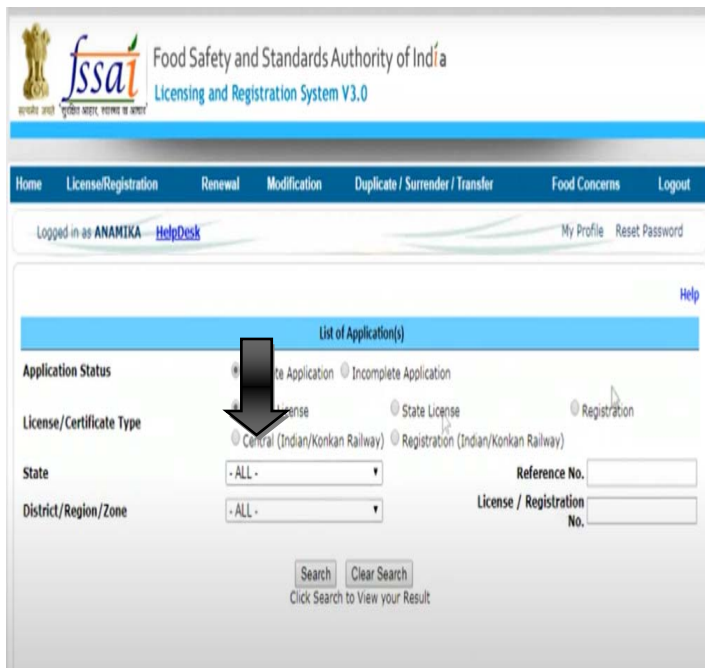
Office of the Joint Commissioner (Grater Mumbai), Food and Drug Administration (Maharashtra State), Survey No. 341, Opp. Reserve Bank Of India, Bandra Kurla Complex, Bandra (East), Mumbai, Pin 400051

Note: FSSAI does not contact applicants over telephone for License/Registration. Queries relating to License/Registration are only raised online. License related complaints may be reported at helpdesk - 1800112100 and licensing@fssai.gov.in

[View Application](#)
[Go back to Home page!](#)



Step 48: Click on home and the Click on Go to Dashboard to see the status of the registration



Step 49: Click on Complete application and the detail report like shown in the second screen will appear click on view to see the filled form, till now the license number has not been generated



Home License/Registration Renewal Modification Duplicate / Surrender / Transfer Food Concerns Logout

Logged in as ANAMIKA HelpDesk My Profile Reset Password

Help

List of Application(s)

Application Status Complete Application Incomplete Application

License/Certificate Type Central License State License Registration

Central (Indian/Konkan Railway) Registration (Indian/Konkan Railway)

State - ALL - **Reference No.**

District/Region/Zone - ALL - **License / Registration No.**

Search Clear Search
Click Search to View your Result

Detailed Report for Registration Certificate Completed application(s)

Total Record(s) : 1

SL.No.	Company Name	Reference No.	Premises Address	Application Type	Application Status	Inspection Details	License / Registration No.	Issue Date	Valid From	Valid Upto	Action
1	PIHU MASALA STORES	30190417155758940	B-1, MOTILAL NAGAR NO 1, GOREG	New Certificate	Certificate Issued	View	21519044000155 11 Certificate View	18/05/2019	18/05/2019	17/05/2020	View Send Mail

Step 50: After a period of 25-30 days when you will login with the same username and password the license number will most probably be generated. You again have to go to dashboard, the click on complete form in order to check the status like it was done in the previous steps.

Step 51: Click on Certificate view to view the certificate. The issue and validity date can also be seen here. (Since the entrepreneur applied for 1 year the validity period is for one year)

महाराष्ट्र शासन
Government of Maharashtra

Food And Drug Administration, Maharashtra State

नोंदणी प्रमाणपत्र / REGISTRATION CERTIFICATE
[नियमावली २.१.१(५)] / [See Regulation 2.1.1 (5)]

अन्न सुरक्षा व मानद अधिनियम २००६
Food Safety and Standards Act, 2006

नोंदणी क्रमांक / Registration No. **21519044000155**

1. अन्न व्यवसायाचा घालकाचे नाव व पत्ता
Name & Address of Food Business Operator. - PIHU MASALA STORES
B-1, MOTILAL NAGAR NO 1, GOREGAON WEST , MUMBAI,
Greater Mumbai Ward-P/S, Greater Mumbai (Maharashtra),
- 400104

2. अन्न आस्थापनेचा पत्ता (लागू असल्यास)
Address of Food Business (If Applicable) B-1, MOTILAL NAGAR NO 1, GOREGAON WEST , MUMBAI,
Greater Mumbai Ward-P/S, Greater Mumbai (Maharashtra),
- 400104

3. व्यवसायाचा प्रकार / Kind of Business Retailer


4. पूर्वीचा महाराष्ट्र अन्न भेसळ प्रतिबंधक परवाना क्रमांक (असल्यास)
Previous M.P.F.A. Licence No. (If Applicable) No

5. सदरचे नोंदणी प्रमाण पत्र हे अन्न सुरक्षा व मानद अधिनियम २००६, नियम २०११ व नियमनध्या अधिन राहून मंजूर करण्यात येत असून त्यातील तरतुदींचे पालन करणे नोंदणीकृत अन्न व्यवसायिक यांना आहे. / The Registration certificate is granted under and is subject to the provisions of Food Safety Standards Act 2006, Rule and Regulation 2011 which must be complied with by the Registered Food Business Operator.

6. अन्न सुरक्षा व मानद (अन्न व्यवसायाची नोंदणी व परवाने) नियमन २०११ चे परिशिष्ट - ४ चे भाग -१ मध्ये दर्शविलेल्या सर्व सूचनांचे पालन करणे बंधनकारक आहे. / Food Business operator shall follow/ practice all requirements mentioned in Part-I of Schedule -4 of Food Safety & Standards (Licensing & Registration of Food Business) Regulation 2011.

हे फक्त नोंदणीपत्र असून परवाना नाही. नोंदणीकृत संस्थेस किंवा व्यक्तीस झालेल्या बांधकामासंबंधी किंवा जागेसंबंधी कोणताही मालकी हक्क अथवा ; कोणतेही हक्क प्राप्त होत नाही किंवा या नोंदणीद्वारे व्यक्तीस / संस्थेस कुठलेही मालकी प्राप्त होत नाही, याची नोंद घ्यावी. / This is merely a registration certificate and not a License. It does not bestow any property right or any other rights as regards ownership of structure or land etc. or confer any right of ownership.

Validity Annexute
Annexure FOOD SAFETY
GUIDELINES



Acti

Central License State License Registration
 Central (Indian/Konkan Railway) Registration (Indian/Konkan Railway)

L - Reference No.
 L - License / Registration No.

 Click Search to View your Result

Completed Report for Registration Certificate Completed application(s)

Application Type	Application Status	Inspection Details	License / Registration No.	Issue Date	Valid From	Valid Upto	Action
New Certificate	Certificate Issued	View	21519044000155 View	18/05/2019	18/05/2019	17/05/2020	View Send Mail

Food And Drug Administration, Maharashtra State
 नोंदणी प्रमाणपत्र / REGISTRATION CERTIFICATE
 [नियमावली २.१.१(५)] / [See Regulation 2.1.1 (5)]
 अन्न सुरक्षा व मानदे अधिनियम २००६
 Food Safety and Standards Act, 2006

नोंदणी क्रमांक / Registration No. **2 1 5 1 9 0 4 4 0 0 0 1 5 5**

1. अन्न व्यवसायाचा चालकाचे नाव व पत्ता Name & Address of Food Business Operator. -	PIHU MASALA STORES B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, M Greater Mumbai Ward-P/S, Greater Mumbai (Mah - 400104
2. अन्न आस्थापनेचा पत्ता (लागू असल्यास) Address of Food Business (If Applicable)	B-1, MOTILAL NAGAR NO 1, GOREGAON WEST, M Greater Mumbai Ward-P/S, Greater Mumbai (Mah - 400104
3. व्यवसायाचा प्रकार / Kind of Business	Retailer
4. पर्वाचा महाराष्ट्र अन्न भेसळ प्रतिबंधक परवाना क्रमांक (असल्यास) ..	

The highlighted portion will be the license number

Annexure 6.10: Market Development Process

Market facilitation activities under SVEP encompasses two main categories: Weekly/Bi-Weekly/Monthly markets and festival markets. Weekly or monthly markets are those which, as the name indicates, happens once in a specified time period in a recurring and continuous manner. Festival markets are those markets which leverage special occasions, religious festivals, etc., and seek potential customers in the large crowds attracted by these events.

Market facilitation has become a key area of focus for SVEP implementation by Kudumbashree National Resource Organisation after the generation of empirical evidence for its considerable potential for supplementing entrepreneurs with additional revenue by; a) taking their products to a larger audience which otherwise is not attracted to their regular place of operation, and, b) building capacities for individual entrepreneurs and for the community as a whole in promoting and sustaining local markets and enabling them to identify the local opportunities for such initiatives.

Strategy for Market Development

An indicative set of steps to be followed in developing a market is provided in the table below:

Activity	Role of CRP-EP	Role of BRC-MC / CBO
Opportunity identification on the basis of the sales potential of a particular village or event: absence of market places in a region, untapped potential of an event/festival, existing supply deficit, etc., involves this step. DPR can be referred for opportunity identification	CRP-EP to identify sales potential with support from mentor and professional. Supply deficit is mapped, required support systems ascertained, and viability report of the envisioned market is prepared by the CRP-EP	BRC management committee with support from mentor and BPM-SVEP shall verify the viability report prepared by the CRPs-EP. A checklist of arrangements to be made is finalized at the BRC, which is to be followed by the CRPs-EP for the promotion of the particular market
CBO orientation for market development support is undertaken for building capacities of the community in beneficiary identification, market promotion, monitoring, and in ensuring sustainability of the market.	CRP-EP shall undertake capacity building of the community under the supervision of the mentor. One major focus of the orientation will be on building ownership of the VO or CLF on the market	BRC-MC members shall proactively support the CRPs-EP in orientations and in motivating the community to take up ownership of the market

<p>Obtaining necessary permissions and approvals from the local government, agreement/MoU on land identified for the market, etc. Public spaces coming under the ownership of GP are preferred for weekly markets. In the case of festival markets, a lasting relation or agreement is to be arrived at with the temple/masjid/gurudwara committee</p>	<p>CRP-EP, with support from BPM-SVEP, shall work towards acquiring the necessary permissions for establishing the local market</p>	<p>BRC-MC, as a representative of the community, shall enter into a formal agreement with the owner of the land on which market is to be established</p>
<p>Formation of market management committee with representation from local body and CBO to be ensured in case of weekly/monthly markets. This committee shall be the governing body with rights to collect fee from entrepreneurs and ensuring distribution of revenue thus generated to stakeholders like GP/CBO/land owner. The committee shall ensure the smooth functioning and sustainability of the market and shall be the immediate appellate authority for resolution of any disputes that arise on the market</p>	<p>CRP-EP, with support from mentor and BPM-SVEP shall support the stakeholders in selecting members to the committee while ensuring adequate representation from all. They shall also be responsible for the capacity building of the committee and in educating them on their responsibilities, roles, and powers</p>	<p>The members from VO/CLF shall become proactive members in the committee and shall work in the best interest of the entrepreneurs from the community; the primary beneficiaries of the market</p>
<p>Selection and Capacity building of entrepreneurs for their successful participation in the market. Selection of entrepreneur shall depend on factors like their place of business and its distance from market location, demand for their product/service in the particular market, etc.</p>	<p>CRPs-EP with support from mentor shall orient the entrepreneurs in business management during markets. They shall also be the primary decision makers on the entrepreneurs to be selected for the markets. Adequate consultancy services shall be provided to the entrepreneurs in appropriately taking advantage of the opportunity by their specific businesses</p>	<p>BRC-MC shall verify and approve the list of entrepreneurs selected for each market and instruct changes to the list if deemed necessary</p>

Handholding of market and PTS support to entrepreneurs: weekly/monthly markets to be monitored for not more than six months, while all festival markets are to be necessarily monitored and performance evaluated	CRP-EP with support from mentor shall monitor the performance of the market as a whole and that of the individual entrepreneurs through PTS and provide necessary consultancy	BRC-MC shall be informed of the performance of markets developed by the BRC and shall monitor and evaluate the performance of CRPs-EP in providing market facilitation support to the community
--	---	---

Performance tracking of the markets is a very important activity to be necessarily done by all BRCs. **The revenue generated by the markets should be registered and aggregated at the end of each year of project implementation at each BRC.** Apart from the number of markets developed, the revenue generated by market facilitation activity for the entrepreneurs is a much more significant indicator of BRC's performance in market facilitation.

**Revenue generated by weekly/monthly markets shall not be aggregated to the total figure beyond the handholding period (a maximum of six months).

Factors Influencing Selection of Market Location

Few factors to be considered while selecting location of the market are provided below:

Parameter	Yes	No
An open area with sufficient space		
Does the location attract sufficient footfall		
Is the location convenient and accessible for every customer		
Sufficient transport facilities in the area		
Socio-cultural or religious importance of the area		
Existence of religious establishments in the vicinity		

Parameter	Comment
Distance from the villages it has planned to cover	
Distance from the existing markets and economic zones	
Scope for tourist attraction	
Previous markets conducted or experience from the previous market- reasons of failure (if any)	

Fund Mobilisation for Market Development

Having clarity on sources of fund for various activities essential for establishing and sustaining the market is of utmost importance. The three major stakeholders from whom funds can be mobilised are; the entrepreneurs, local government, and the BRC/CBO. Broadly, while BRC/CBO may pay for the expenses in the preparatory stages and remunerate the CRPs-EP for their services, the local government (in case of weekly markets) is primarily expected to invest in basic infrastructure necessary for establishing the market (one reason why entrepreneurs would be willing to pay the local body a facility fee).

However, the basic logic to be deployed while mobilising funds for market promotion is that 'the beneficiary of the means which provide them supplementary revenue pays for it' and hence, the day to day expenses of running a weekly market like space rent, electricity, water, etc. are to be borne by the entrepreneurs. In the case of festival markets, however, all expenses including infrastructure (rented temporary structures, water, electricity, etc.), space rent, etc., are usually borne by the entrepreneurs. BRC, in some rare cases, pays a portion of infrastructure set-up costs (usually when market revenue is not as much as expected or when entrepreneurs incur a loss).

Few common cost heads and the ideal sources for meeting those expenses are given in the table below:

Expected Expenses	Possible Sources of Fund
Advertisement	Vo fund / CLF Fund
Tent/shed or similar necessary infrastructure requirements for market	Weekly market: Panchayat support Festival market: Participating entrepreneur contribution for rented structures
Water facilities	Entrepreneurs share / fee and panchayat / CBO support
Name board /banner	BRC / CBO
Inauguration expenses	Sponsorship from bank, local leaders, shops / CBO / BRC administrative fund (Interest received from CEF repayment)
Rent for land	Participating entrepreneurs
Expenses for agreement with land owner or Panchayat	BRC Administrative fund (Interest received from CEF repayment)
CRP-EP/MECs handholding support	CRP-EP handholding fund of SVEP

Marketing and Publicity

Few suggestive means for advertising the market are given below:

- An audio clip ad can be dubbed and circulated through social media platforms
- Mike announcements
- Pamphlets can be distributed in Panchayat offices, nearby schools, hospitals, veterinary centres, Krishi Vigyan Kendras and other institutions
- Posters at CLF offices and VO offices
- Pamphlets can be circulated through community cadres
- Formal invitation through SHG, VO, and CLF meetings
- Invitation extended to local government, bank personnel, headmasters of schools and other community influencers

Indicative Checklist of Arrangements for a Market

BRC Seva Kendra

Parameters	Yes/No
Clean space	
Tents, roofs and decoration	
Table, racks and chairs	
Electrification and lighting	
Help-desk	
Place for arrangement and display of products	
Banners and poster	
Dustbins	
Drinking water facility	
Provision for toilets	
Sitting area for the customers	
Recreation space for kids	

BRC Seva Kendra (help desk) is a market facilitation 'good-practice' where every market shall have a help desk that provides information to the visitors and customers on the market, the organizers, the project, various interventions, and also collects feedback on the intervention. The seva kendra should be facilitated by CRPs-EP/MECs at all times.

The list of information that the Seva-Kendra should provide are:

- Information about the project- SVEP and the SRLM.

- A pictorial representation of the four components within the project.
- List of all the CRPs-EP/ MECs along with their phone numbers.
- Case studies of few enterprises that are successfully running.
- Case studies of previous market research conducted and the feedback.
- Banner stating the name of project, the name of supporting verticals, address of the BRC office with phone number.

BLOCK NAME→					
CLUSTERS	CLUSTER 1	CLUSTER 2	CLUSTER 3	CLUSTER 4	REMARKS
MONTHS	CLF Name 1	CLF Name 2	CLF Name 3	CLF Name 4	
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					

SEPT					
OCT					
NOV					
DEC					

File No- S-11057/04/2015/NRLM (SVEP) (345491)

Government of India
Ministry of Rural Development
Department of Rural Development
(NRLM Division)

7th Floor, NDCC-II Building
Jai Singh Road, New Delhi

Dated: 6th January, 2020

To,
State Mission Director/CEO
State Rural Livelihoods Mission
Andhra Pradesh, Assam, Bihar, Chhattisgarh, Gujarat,
Haryana, Jammu & Kashmir, Jharkhand, Kerala, Madhya Pradesh,
Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Odisha,
Punjab, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh,
Uttarakhand, West Bengal

Subject: PFMS mapping of budget heads of SVEP

Sir/Madam,

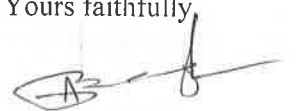
I am directed to inform that the budget heads of Start-up Village Entrepreneurship Programme (SVEP) have been revised as per the discussion at the Finance Review Meeting with State teams held during 25th to 27th July, 2019 at New Delhi.

To align with the SVEP budget Heads the existing budget lines in PFMS have been recast as indicated in the attachment. The nature of expenditure to be booked against each of the budget line and also indicating the route of fund transfer (to the project implementing agencies/community-based organizations) are also indicated in the attachment.

The budget lines “[K01] Skill building of Entrepreneurs”, “[K02] Block level professional support”, “[K04] NRLM Centralised Support (NRO Secretariat)” and “[K05] Training and implementation for PIA's” has been substituted with new budget heads and henceforth, it is requested not to book the expenditure under [K01], [K02], [K04] and [K05]. These heads are not deleted/disabled in PFMS as expenditure booked till now has to be considered for monitoring.

As decided at the meeting, referred above and communicated in the minutes of the meeting, all SRLMs are requested to submit separate IUFRR for SVEP starting from 2nd qtr of 2019-20 by incorporating the new budget lines in the IUFRR.

Yours faithfully,



(Anita Baghel)
Director-RL

Copy for information to:

1. Sh. Rajesh Gupta, EDII NRO, Ahmedabad
2. Sh. Sajith Sukumaran, Kudumbashree NRO, Kerala

Start-up Village Entrepreneurship Programme (SVEP)

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
1	Skill building of Entrepreneurs)	[K01] Skill building of Entrepreneurs)	Stop booking expenditure under this head (as new head K08 along with sub-heads is created)	
2	Block level professional support	[K02] Block level professional support	Stop booking expenditure under this head (As henceforth expenditure has to be booked under head K07 – Admin. Cost is created)	
3	Community Enterprise Fund	[K03.1] Block RSETI Cost (if applicable)	The Nodal CLF can use the interest earned on the CEF released, in the following manner a) Interest on CEF kept as Fixed Deposit should be added to the CEF and should be used for release of loans to enterprises b) Interest earned from the lending of the CEF to the SVEP entrepreneurs should be shared with SHG, VO and CLF as incentive for ensuring repayment based on CEF guideline	SRLM to Nodal CLF
		K03.2] CIF and Credit Guarantee Fund	The interest remaining with the BRC (nodal CLF under SVEP) can be used to pay for all expenses related to functioning of BRC office including rent, electricity, water and internet charges, maintenance costs, stationery costs etc, as well as for the salary for the Nodal CLF accountant and the payment of honorarium to the BRC members for their sitting fee etc after the project period	SRLM to Nodal CLF
4	NRLM Centralised Support (NRO Secretariat)	[K04] NRLM Centralised Support (NRO Secretariat)	Stop booking expenditure under this head (as new heads have been created for fund release to PIA under different activities and should be used accordingly)	

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
5	Training and implementation for PIA's	[K05] Training and implementation for PIA's	Stop booking expenditure under this head (as new head K08, K09, K10 are created and should be used accordingly)	
6	R&D including innovation, value chain, scaling up	[K06] R&D including innovation, value chain, scaling up	No change (Any expense related to innovation pilot project, value chain and scaling up of the SVEP/non-farm enterprises should be booked in this head)	
7	Admin. Cost	[K07] Admin. Cost	(No change) Salary including training, travel and other expenditure (computer or laptop etc) for the BPM (SVEP)	SRLM
8	New Head [K08] Skill Building of Entrepreneurs	New head [K8.1] Skill Building of Entrepreneurs through CBOs	1. Remuneration to CRP-EPs - task based fee etc. related to triggering/ selection / business plan preparation, approvals and release of loan applications from CEF and banks, and grounding of enterprises and performance tracking for the 1st 6 months, as well as the EDP given to the entrepreneurs- to be given to the Nodal CLF and thru them to the CRP-EP's.	SRLM to Nodal CLF
			2. Cost for resource persons, resource material, licenses, certifications and resources used or developed at BRC for enhancing the supports to Entrepreneurs.	
	Skill building of Entrepreneurs	New Head - [K8.2] Skill building of Entrepreneurs through PIA/Other Agency	Cost of skill building of entrepreneurs by the SVEP PIA / any other technical agency selected by the state. Also includes cost of the training material, venue and other expenses related to the EDP training by the SVEP PIA	SRLM to PIA, Other Agency or SRLM directly
			Training provided to include: EDP, PIP, Domain specific and other similar trainings	

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
		New Head -[K8.3] Skill building of Entrepreneurs- exposure visits	Cost of exposure visits of entrepreneurs by the SVEP PIA / by the state including cost of the CRP-EPs accompanying the entrepreneurs going on the exposure visits.	SRLM to PIA or SRLM directly
9	Training of Community Institutions	New Head - [K9.1] Business Development Support through CBO's	The task-based remuneration to the CRP-EPs for the orientation to the SHGs and VOs about the SVEP. Also remuneration to the BRC members for facilitating these orientations Remuneration to include honorarium for their role in monitoring, along with their participation in BRC meetings.	SRLM to Nodal CLF
		New head [K9.2] Training and implementation through PIA's	Cost of the resource persons, training material and other cost of training incurred in the training of the members of the CLFs and Nodal CLF by the PIA including exposure visits for Community Leadership/BRC MC members	
10	Handholding Support by CRP-EP	New Head - [K10] Handholding Support by CRP-EP	All remuneration to CRP-EPs - sustenance allowance, task-based fee etc. for support to grounded enterprises including performance tracking- to be given to the Nodal CLF and thru them to the CRP-EP's, PTS for second 6 months	SRLM to Nodal CLF
			Start up Support, and Market Support etc	
11	Training and Capacity Building of CRP-EPs	New head [K11] Training and Capacity Building of CRP-EPs	All costs related to the training of the CRP-EPs - resource person cost - fees and travel, training material, venue, food and stay etc. - expenditure to be done by the PIA / as per the residential training norms of the state, Exposure visit for CRP-EP, Any additional capacity building for CRP-EP during project period.	SRLM to PIA or SRLM directly

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
12	BRC Set up support Cost -	<p>New Head [K12] BRC Set up support Cost –</p> <p>Sub head - [K12.1] Setting up of BRC-EP (Incl. all assets)</p>	<p>Expenses on the capex for the BRC - furniture, durries, stationery, computer and accessories, projector, Almirahs, minor repairs to office, security deposit for office etc. Expenditure to be done by the Nodal CBO as per community procurement manual of the state - to be given to the Nodal CBO as a one-time grant</p>	<p>State to Nodal CLF or State to PIA and PIA to Nodal CLF</p>
		<p>Sub head - [K12.2] Working Capital for BRC-EP for operating expense)</p>	<p>Expenses on the rent, electricity and other expenses of the BRC office, loans to the CRP-EPs for buying mobiles, Loan/advance to be paid to CRP-EP Group.</p> <p>All expenses related to functioning of BRC office including rent, electricity, water and internet charges, maintenance costs, stationery costs etc. to be given to the Nodal CBO as a one-time grant</p>	<p>SRLM to Nodal CLF</p>
13	<p>Baseline (including tablets for CRP-EPs)</p>	<p>New head [K13] Baseline (including tablets for (CRP-EPs)</p>	<p>Expenses for conducting the baseline survey by the PIA - includes cost of training, induction, provision of mobiles to CRP-EPs or enumerators (a total amount of Rs. 1 lakh) for the survey, payment of remuneration and travel costs to the CRP-EPs or enumerators for the baseline activities. Other costs incurred by PIA for the baseline - travel and cost of resource persons, data analysts, report making, travel for approvals thru EC etc.</p>	<p>SRLM to PIA</p>

No.	Heads of SVEP	Heads /Sub-head in PFMS	Nature of expenditure to be booked	Route of Fund Transfer
14	Monitoring & Evaluation	New Head - [K14] Monitoring and Evaluation	Expenses on the mid line and end line evaluation of the SVEP - funds to be spent directly by the SRLM - either on internal M&E team or external agency for the M&E - specific to SVEP.	SRLM
15	Mentor and Block Support	New head [K15] Mentor and Block Support through PIA's	Salary, travel (both within the block and outside to PIA HQ for reviews etc) and other expenditure (computer or laptop etc) for the Mentor and other resource persons provided by the PIA	SRLM to PIA

Annexure 7.2: A template for preparing annual budget for a block (Period: April to March)

		←Name of block – one for each block→				
Budget head	Fund To be handled by	No. of units in Apr-Sept 2021	No. of units in Oct 2021-Mar 2022	Budget requirement for Apr-Sept 2021 (in Rs.)	Budget requirement for Oct 2021-Mar 2022 (in Rs.)	Total Budget Requirement for the year 2021-22 (In Rs.)
Skill building of entrepreneurs	Nodal CLF	<i>Target no. of enterprises</i>	<i>Target no. of enterprises</i>	<i>Target x Rs. 7,000</i>	<i>Target x Rs. 7,000</i>	
Handholding support by CRP-EPs	Nodal CLF	<i>Target no. of enterprises</i>	<i>Target no. of enterprises</i>	<i>Target x Rs. 3,395</i>	<i>Target x Rs. 3,395</i>	
Training of CBO	Nodal CLF	<i>No. of trainings</i>	<i>No. of trainings</i>	<i>Trainings x Avg. training cost</i>	<i>Trainings x Avg. training cost</i>	
Setting up BRC	Nodal CLF			<i>Based on office space and asset procurement requirement</i>	<i>Based on office space and asset procurement requirement</i>	
WC for BRC	Nodal CLF					
CEF	Nodal CLF	<i>Target no. of loans</i>	<i>Target no. of loans</i>	<i>Target x average loan size</i>	<i>Target x average loan size</i>	
Total						



जीविका

प्रखण्ड संसाधन केंद्र (SVEP)

कुल संघ- फूलमाला जीविका महिला संकुल स्तरीय संघ , बोचहाँ

प्रखण्ड- बोचहाँ ,जिला - मुजफ्फरपुर

Email Id - brcbochaha@gmail.com



पत्रांक संख्या- SVEP-BRC/ बोचहाँ / 0067 / 2020

दिनांक 21.12.2020

(Print on the official letter head)

Date:

From

Block Project Manager

SVEP- (name of the block)

To

The District Project Manager

District Project Co-ordination Unit

...(Name).. District

Subject:-Regarding SVEP fund requisition from ...(Name). Nodal CLF

Respected Sir,

With reference from the DPR of SVEP project, the below given amount is required in the financial year 2020-21 for running the project activities in the ...(Name)... Block. It comes under 3 heads as given below:-



जीविका

प्रखण्ड संसाधन केंद्र (SVEP)

कुल संघ- फूलमाला जीविका महिला संकुल स्तरीय संघ , बोचहाँ

प्रखण्ड- बोचहाँ ,जिला - मुजफ्फरपुर

Email Id - brcbochaha@gmail.com



पत्रांक संख्या- SVEP-BRC/ बोचहाँ / 0067 / 2020

दिनांक 21.12.2020

Sl .No	FUND HEADS	Fund Received (Year 1&2)	Fund Utilized	Fund Required for 3rd year
1	CBO OrientationAmount....Amount....Amount....
2	HandholdingAmount....Amount....Amount....
3	Skill TrainingAmount....Amount....Amount....
	Total AmountAmount....Amount....Amount....

So kindly expecting your needful response to the approval of the fund requested from (Name) CLF which is Nodal CLF for SVEP Project.

Thanking You,

Yours Sincerely,

.....

महिला उधमिता के लिए प्रगतिशील

Name of Review	Frequency of Conduct	Key Indicators Monitored	Attendees
Monthly Review by SRLM	Monthly	-Physical Progress -Financial Progress -Progress in Coverage -Activities conducted against Annual Action Plan	Professional and Mentor appointed by PIA BPM-SVEP of the Block SPM
Monthly Review by DMMU	Monthly	-Physical Progress -Progress in Coverage -Financial Progress	DPM BPM-SVEP Mentor Appointed by PIA
Quarterly Reviews by SRLM	Quarterly	-Physical Progress -Financial Progress -Progress in Coverage -Activities conducted against Annual Action Plan -Summary of findings from Community Field Monitoring activity conducted	SPM- SRLM PM-PIA Professionals and Mentors appointed by the PIA for the State BPM-SVEP appointed by SRLM
Internal Monthly Review by PIA	Monthly	-Physical Progress -Financial Progress -Progress in Coverage -Activities conducted against Annual Action Plan	PM-PIA Monitoring Team of PIA Capacity Building Team of PIA Professionals assigned to Blocks
Internal Quarterly Review by PIA	Quarterly	-Physical Progress -Financial Progress	PM-PIA Monitoring Team of PIA Capacity Building Team of PIA Mentors assigned to the Blocks

	<ul style="list-style-type: none"> -Progress in Coverage -Activities conducted against Annual Action Plan -Summary of findings from Community Field Level Monitoring conducted during reporting period -Progress against Capacity Building/Training plans made for Blocks -Update on materials developed against requirement in Annual Action Plan of Thematic Areas of project -Update on Assessment Tools developed against requirement in Annual Action Plan of Thematic Areas of project 	Professionals assigned to Blocks
--	--	----------------------------------

Summary of all Reviews

Suggested Agenda

1. Monthly Review by SRLM

Frequency of meeting- Once in a month

Quorum: Mentor and BPM-SVEP with SRLM

Chaired by: SPM

Minutes maintained by: BPM-SVEP

Suggested Agenda	Materials Required
<ol style="list-style-type: none"> 1. Review of Action Points from last meeting (led by BPM-SVEP) 2. Discussion on targets and achievement so far in the block 3. Discussions on issues in progressing with the Monthly Work Plan 	<ol style="list-style-type: none"> i. Monthly Work Plan ii. Coverage plan developed iii. Financial details- Fund Status at Block level and SRLM level

<ol style="list-style-type: none"> 4. Discussions on issues identified in enterprise promotion activity- suitable solutions to address the same and stakeholders required in the process 5. Discussion on conflicts between the following groups which require the attention of SRLM: <ul style="list-style-type: none"> between CRP-Group and mentor and/or BPM-SVEP between CRP-EP group and Community 6. Discussion on fund requirement and budget status at State and Block level 7. Issues in implementation plan adopted for the block-modifications required (with respect to target and coverage) 8. Additional support required from SRLM and NRO which is to be added to the following reporting period's action plan 9. Other discussions 	
---	--

2. Quarterly Reviews by SRLM

Frequency of meeting- Once in a month

Quorum: Respective state's NRO Professionals, SVEP Programme Manager (NRO), Kudumbashree NRO's COO, SRLM CEO and SPM of SVEP

Chaired by: SPM

Suggested Agenda	Materials Required
<ol style="list-style-type: none"> 1. Progress update on Action Points discussed in previous quarter 2. Progress of enterprise promotion activities against pre-determined target in all SVEP blocks supported by Kudumbashree NRO 3. Discussion on revision of existing plan or strategy as required <ul style="list-style-type: none"> Training support required Resource development support required Target revision if required 	<ol style="list-style-type: none"> i. Target and Coverage plan developed ii. Financial details- Fund Status at Block, SRLM and NRO level

<p style="text-align: center;">Mentor/Internal Mentor placement- progress update</p> <ol style="list-style-type: none"> 4. Discussion around financial status at block, SRLM and NRO level- fund availability and requirements 5. Status of CEF repayment policy implementation on the field 6. Challenges faced in implementation which require attention of SRLM and/or NRO 7. Other discussions 	
--	--

I. Internal Monthly Review by PIA

1. NRO Monthly Review

Frequency of meeting- Once in a month

Quorum: Respective state's NRO Professionals, SVEP Programme Manager (NRO)

Invitees- COO of Kudumbashree NRO

Chaired by: PM

Minutes maintained by: Thematic Anchors

Suggested Agenda	Materials Required
<ol style="list-style-type: none"> 1. Progress update on Action Points discussed in previous quarter 2. Monthly block level enterprise development progress against targets 3. Status of BRC, BEPC, CRP-EP group and Finance in the block 4. Progress of enterprise promotion activities against pre-determined target in all SVEP blocks supported by Kudumbashree NRO 5. Discussion on revision of existing plan or strategy as required <ul style="list-style-type: none"> Training support required Resource development support required Target revision if required Mentor/Internal Mentor placement- progress update 6. Discussion around financial status at block, SRLM and NRO level- fund 	<ol style="list-style-type: none"> i. Target and Coverage plan developed ii. Financial details- Fund Status at Block, SRLM and NRO level iii. MPR iv. Case Studies (as required)

<p>availability and requirements</p> <ol style="list-style-type: none">7. Status of CEF repayment policy implementation on the field8. Challenges faced in implementation which require attention of SRLM and/or NRO9. Discussion on new innovation (in enterprise promotion activities or administrative management or in developing role of CBOs, etc) tested/conceptualised on field- feedback on the same10. Discussion on State specific tasks to be conducted11. Other discussions	
--	--

Annexure 8.2- Suggested Agenda for the Quarterly BEPC Meeting

Objective: To review BRC activities

Frequency of the Meeting: Once in a Quarter

Quorum: At least 50% of BEPC with Office Bearers. At least 1 member from each CLF and ____% of CRP-EP Group with Office Bearers (*As decided by BEPC and CRP-EP Group*)

Invitees: Mentor, BPM-SVEP and NRO Professional

Chaired by: President of BEPC

Minutes to be maintained by Secretary of BEPC/Bookkeeper

Agenda will be same as Monthly BEPC Meetings (Annexure 4.4) with an additional component of discussing the findings of Community Field Monitoring activity

Annexure 8.3: Template to Prepare Annual Action Plan

1. Block-wise target for 2021-22

Name of block	Target for 4 years	Target till March, 2021 (as per DPR)	Achievement till March, 2021	Target till March, 2022 (as per DPR)	Revised target (with backlog) till March, 2022
Total					

2. State-level calculation of budget required for April 2021 to March 2022

<i>←Name of State – consolidated for all blocks→</i>						
Budget head	Fund To be handled by	No. of units in Apr-Sept 2021	No. of units in Oct 2021-Mar 2022	Budget requirement for Apr-Sept 2021 (in Rs.)	Budget requirement for Oct 2021-Mar 2022 (in Rs.)	Total Budget Requirement for the year 2021-22
Skill building of entrepreneurs	Nodal CLF					
Handholding support by CRPs-EP	Nodal CLF					
Training of CBO	Nodal CLF					
Setting up BRC	Nodal CLF					
WC for BRC	Nodal CLF					
CEF	Nodal CLF					
Baseline report (including tablets)	NRO					
Mentor & Block support	NRO					
Training of CRP-EP	NRO					
Total						

3. Block-wise calculation of budget required for April 2021 to March 2022

	←Name of block – one for each block→						
Budget head	Fund To be handled by	No. of units in Apr-Sept 2021	No. of units in Oct 2021-Mar 2022	Budget requirement for Apr-Sept 2021 (in Rs.)	Budget requirement for Oct 2021-Mar 2022 (in Rs.)	Total Budget Requirement for the year 2021-22 (In Rs.)	
Skill building of entrepreneurs	Nodal CLF	<i>Target no. of enterprises</i>	<i>Target no. of enterprises</i>	<i>Target x Rs. 7,000</i>	<i>Target x Rs. 7,000</i>		
Handholding support by CRPs-EP	Nodal CLF	<i>Target no. of enterprises</i>	<i>Target no. of enterprises</i>	<i>Target x Rs. 3,395</i>	<i>Target x Rs. 3,395</i>		
Training of CBO	Nodal CLF	<i>No. of trainings</i>	<i>No. of trainings</i>	<i>Trainings x Avg. training cost</i>	<i>Trainings x Avg. training cost</i>		
Setting up BRC	Nodal CLF			<i>Based on office space and asset procurement requirement</i>	<i>Based on office space and asset procurement requirement</i>		
WC for BRC	Nodal CLF						
CEF	Nodal CLF	<i>Target no. of loans</i>	<i>Target no. of loans</i>	<i>Target x average loan size</i>	<i>Target x average loan size</i>		
Baseline report (including tablets)	NRO						
Mentor & Block support	NRO	<i>No. of days x No. of mentors</i>	<i>No. of days x No. of mentors</i>	<i>No. of mentor days x avg. per day cost including travel</i>	<i>No. of mentor days x avg. per day cost including travel</i>		

				<i>costs/</i>	<i>costs/</i>	
Training of CRP-EP	NRO	<i>No. of trainings</i>	<i>No. of trainings</i>	<i>Trainings x Avg. training cost</i>	<i>Trainings x Avg. training cost</i>	
Total						

4. Plan for Enterprise Promotion

- Sub Sector
- Government Sector
- Existing Enterprise
- Food Based Enterprise

Enterprise Sector with Potential	Strategy/Plan for tapping the potential	Support required from SRLM/NRO/External Agency	Timeline of Completion	Blocks for which Activity to be planned

5. CRP-EP Group

- Refresher Trainings
- Sustainability Plan
- Certification
- Domain Specific Skill Training
- Blossom Training
- Business Plan

Activity to be Completed	Sub activities to be completed	Expected Output	Timeline of Completion	Blocks for which activity to be planned

6. Block Enterprise Promotion Committee

- BEPC Training
- Training on NRLM SVEP Software

- Community Based Monitoring
- Development of Community Trainers

Activity to be Completed	Sub activities to be completed	Expected Output	Timeline of Completion	Blocks for which activity to be planned

7. Community Enterprise Fund Monitoring System

- Maintenance of CEF Tracker
- Recovery Plan
 - *Issuing of advisory to CLFs after PSC
 - *Percentage of NPA Calculation
 - *Taking of Action Against defaulters
- Interest Sharing with CBO

Activity to be Completed	Sub activities to be completed	Expected Output	Timeline of Completion	Blocks for which activity to be planned

8. Block Resource Centre

- Asset Procurement Plan
- IEC Roll Out Plan
- Bank Linkage
- Skill Training
- Branding and Packaging

- Market Linkages
- Setting of weekly, monthly, festival market with Strategy and estimated revenue
- Standardization of Documents
- Documentation

Activity to be Completed	Sub activities to be completed	Expected Output	Timeline of Completion	Blocks for which activity to be planned

9. Blocks with 0-12 months of SVEP implementation

- DPR Completion timeline
- CRP-EP Training Plan
- Field Practicum of CRPs-EP
- BEPC Formation
- Training of BEPC
- MoU of CRP-EP Group and BEPC
- SVEP Guideline Finalisation
- BRC Set Up
- Asset Procurement
- Block Assessment at the end of 12 months

Activity to be Completed	Sub activities to be completed	Expected Output	Timeline of Completion	Blocks for which activity to be planned

10. Exit Plan Timeline (Only for blocks which are completing 36th month of implementation in 2021-22)

- Conducting Block Assessment
- 1st Exit Workshop
- Roll out of Exit Action Plan
- Post Exit Policy Finalisation
- 2nd Exit Workshop

11. Quarter-wise Action Plan for 2021-22

11.1. Block-wise Action Plan

<i>←Name of Block (for each block)→</i>					
	Q1 (Apr-Jun)	Q2 (July-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Total
No. of enterprises					
No. of CEF loans					
No. of EDP					
No. GOT					
No. of SHGs to be covered					
No. of VOs to be covered					
No. of CLFs to be covered					

11.2. State-level Action Plan

<i>←Name of State (Consolidated from all blocks)→</i>					
	Q1 (Apr-Jun)	Q2 (July-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Total
No. of enterprises					
No. of CEF loans					
No. of EDP					
No. GOT					
No. of SHGs to be covered					

No. of VOs to be covered					
No. of CLFs to be covered					

Annexure 8.4- Finance Tracker

Sheet 1- Receipts and Expenditure

Annexure 8.5_Finance Tracker - Excel

Microsoft account

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW PDF

Normal Page Break Preview Page Custom Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Hide Synchronous Scrolling Reset Window Position Switch Windows Macros

SVEP (NAME OF THE BLOCK) : FUND RELEASE DETAILS						
Budget Head	Received From	1st Installment (Nov 2020 MPR)	2nd Installment	3rd Installment	4th Installment	Total Amount Received
Skill Building	SRLM					0
Handholding Support	SRLM					0
Training Of CBO	SRLM					0
Setting Up of BRC	SRLM					0
WC for BRC	SRLM					0
CEF	SRLM					0
Total						0

FUND DETAILS SRLM									
Budget Head		Budget approved based on DPR (A)	Amount of fund transferred to BRC (Amount Received by BRC) (B)	Percentage of fund transferred to BRC (C=B/A*100)	Balance Amount yet to be received by BRC (D= A-B)	Cummulative expenditure till now (reporting month) (E)	Remaining amount in BRC account (F=B-E)	Percentage of expenditure against total budget (G=E/A*100)	Percentage of expenditure against fund transferred to BRC (H=E/B*100)
Skill Building	SRLM								
Handholding Support	SRLM								
Training Of CBO	SRLM								
Setting Up of BRC	SRLM								
WC for BRC	SRLM								
CEF	SRLM								

Receipts & Expenditure Month wise detail Head wise Funds Cummulative

READY 90%

Sheet 2- Month-wise detail

Annexure 8.5_Finance Tracker - Excel

Head Of Account	CEF INTEREST- merged in BRC WC total						Pending	Pending	Total Expenditure (Including Pending heads)
	सी. ई. एफ. पर प्राप्त ब्याज़ (जी. आर. सी. कार्यशील पूंजी में संवित्तित)						पेंडिंग	पेंडिंग	टोटल खर्च (पेंडिंग हेड को भी मिलाकर)
	Date	Book keeper	BEPC TA DA	Printing	Mela Expenditure	SUB-TOTAL (Head: CEF Interest?)	CRP-EP Exposure visit	Any other unclear/doubtful head	TOTAL Expenditure in the month
55	2023-March								
56	2023-April								
57	2023-May								
58	2023-June								
59	2023-July								
60	2023-Aug								
61	2023-Sep								
Total		71250	28345	7170	0	106765	0	0	3260885.19

Month wise detail

Sheet 3- Head-wise funds Cumulative

Annexure 8.5_Finance Tracker - Excel

HEAD OF ACCOUNT	Total RECEIVED	Total EXPENDITURE	BALANCE
Skill Building			
Handholding Support			
Training Of CBO			
Setting Up of BRC			
WC for BRC			
CEF			
TOTAL			(Amount available in BRC of these 6 heads)

Head wise Funds Cumulative

8												
9												
10												
11												

Name of CLF members visited

Signature 1.

2.

3.

4.

5.

Comments of community members:

Form M.2: COMMUNITY MONITORING FORMAT FOR VO MEMBERS/VOLUNTEERS TEAM

Block:

Cluster:

Village:

Date:

S.No	Name of enterprise	Name of entrepreneur	Mobile number	SHG name	CRP-EP visited during the last month	Day book filled for previous month	Consultation slip received till the second previous month	Signature of entrepreneur
1								
2								
3								
4								
5								
6								
7								

Name of VO members visiting

Signature 1.

2.

Comments:

GUIDELINES FOR FIELD LEVEL COMMUNITY MONITORING FORMAT FOR CLF/VO AND EVALUATION

1. Every month field visit shall be conducted by concerned CLF and VO
2. The field visit for enterprise monitoring is divided into two types
 - a. Scheduled visit - done by CLF livelihood subcommittee along with MEC representative by using form M.1
 - b. Surprise visit - done by VO members/volunteers team by using form M.2
3. Minimum two villages in a cluster per month having a total of five enterprises shall be selected for monitoring; one village for scheduled visit and one village for surprise visit
4. BEPC members will fill the basic details above the table in the both the formats; columns-2,3,4,6,8 & 9 in form M.1 and columns-2,3,4,& 5 in form M.2. with the help of BPM-SVEP. Remaining data has to be filled by Cluster livelihood committee and VO office bearer in form M.1 and form M.2 respectively while visiting the enterprise on the field.
5. Formats for evaluation will be given for monitoring in the presence of the concerned BEPC members from the CLF on the CLF monthly meeting day. Filled in formats shall be submitted by the team to BMMU team in the presence of BPM-SVEP. Field level monitoring by teams shall be completed and filled in M.1 and M.2 forms shall be submitted to EC within a maximum of 15 days after receiving them.
6. BMMU team along with BPM-SVEP shall evaluate the filled in forms as per the scheme of evaluation and results shall be discussed in the CLF EC meeting along MEC group representatives. The summary of the evaluation and decision taken in the CLF EC meeting shall also be discussed as an agenda in the next BEPC meeting

SCHEME OF EVALUATION

Scheme of evaluation is based on the four components

1. Enterprise opening date and MEC supporting date
2. MEC last visit date to the enterprise
3. Consultation slip availability
4. Day book maintenance

First three components are for assessing MEC groups working quality and the fourth component is to make the entrepreneur a responsible entity in the CLF's enterprise building ecosystem. These components have to be assessed as per the given steps of evaluation and action to be taken as per the action guideline

Steps to verify non-compliance and action to be taken:

Step	Component	Type of enterprise	Found condition in the field	Action to be taken against non -compliance
1	Verification of reported enterprise opening date and MEC supporting date	New	If enterprise opening date is found before the reported MEC supporting date	MEC shall give an explanation to CLF EC for the mistakes found. If CLF EC found the explanation not satisfactory then action shall be taken as per the 'action to be taken' table
2	MEC visited the enterprise during last month	Old/New	If MEC did not visit the enterprise during the previous month	MEC shall give an explanation to CLF EC for the mistakes found. If CLF EC found the explanation not satisfactory then action shall be taken as per the 'action to be taken' table
3	Consultation slip received till the second previous month	Old/New	If consultation slip for the second previous month is not given to the entrepreneur by MEC	MEC shall give an explanation to CLF EC for the mistakes found. If CLF EC found the explanation not satisfactory then action shall be taken as per the 'action to be taken' table
4	Day book maintenance by entrepreneur	Old/New	If completely filled day book for the previous month is not available	Counselling to the entrepreneur by community

Action to be taken:

MEC group will be held responsible in case of non-compliance in first three components mentioned in the scheme of evaluation, for day book maintenance community has to take the responsibility and counsel the entrepreneur by explaining him about the importance of day book and the necessity of consultation. Non-compliance with any of the component in the above mentioned three has to be counted as a mistake and if the number of mistakes found are more than five across scheduled and surprise inspections then 50% of the service charge paid by CLF for that component for that particular enterprises shall be refunded by the MEC group. If the number of mistakes are more than 10, then 100% service charge paid by the CLF for that component for that particular enterprise shall be paid back by the MEC group.

Table to calculate the fund to be paid back:

Step	Component	Found mistake in the field	Service charge paid by CLF for that particular service (A)	Total number of mistakes found (B)	Service charge paid for the mistakes made (A X B)
1	Verification of reported enterprise opening date and MEC supporting date	If found enterprise opening date is before the reported MEC supporting date	500		
2	MEC visited the enterprise during last month	If MEC did not visit the enterprise during the previous month	135		
3	Consultation slip received till the second previous month	If consultation slip for the second previous month is not given to the entrepreneur by MEC	135		
Total service charge paid for the mistakes made (Total A X B)					

Service charge to be refunded is

1. 50% of total service charge paid for mistakes made in case of 6 to 10 mistakes (50% of total A X B)
2. 100% of total service charge paid for mistakes made in case of more than 10 mistakes (100% of total A X B)

Action to be taken table

S.No	Found condition in the field (with reference to the steps of evaluation table)	Number of enterprises visited	Number of enterprises found with fault data	Type of mistake	Action to be taken
	If found enterprise opening date is before the reported MEC supporting date	5 to 10	1	Level 1	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd & 4th time - 25% of the service charge(25% of Rs 500 for starting an enterprise is Rs 125) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>5th time onwards - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p>
2 to 3			Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd & 4th time - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>5th time onwards - 50% of the service charge paid by CLF for the particular enterprise shall be refunded by the MEC group. A new sample of 10 enterprises of that cluster in that particular month shall be visited again.</p> <p>If the number of enterprises with fault data are more than three in the second visit then it is advised that 100% visit of the enterprises of that particular month shall be done and 50% of the service charge of the enterprises with fault data shall be paid back to CLF by MEC group</p>	

		More than 3	Level 3	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>4th time onwards - It is advised that 100% field verification shall be done and 50% of the service charge paid by CLF for the particular enterprises with fault data shall be refunded by the MEC group in the cases of fault enterprise data</p>
--	--	-------------	---------	--

1	If found enterprise opening date is before the reported MEC supporting date	11 to 20	2	Level 1	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd & 4th time - 25% of the service charge(25% of Rs 500 for starting an enterprise is Rs 125) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>5th time onwards - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p>
			3 to 6	Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd & 4th time - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>5th time onwards - 50% of the service charge paid by CLF for the particular enterprise shall be refunded by the MEC group. A new sample of 10 enterprises of that cluster in that particular month shall be visited again.</p> <p>If the number of enterprises with fault data are more than three in the second visit then it is advised that 100% visit of the enterprises of that particular month shall be done and 50% of the service charge of the enterprises with fault data shall be paid back to CLF by MEC group</p>
			More than 7	Level 3	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>4th time onwards - It is advised that 100% field verification shall be done and 50% of the service charge paid by CLF for the</p>
			4	Level 1	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd & 4th time - 25% of the service charge(25% of Rs 500 for starting an enterprise is Rs 125) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>5th time onwards - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise</p>

	If found enterprise opening date is before the reported MEC supporting date	21 to 40	5 to 12	Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd & 4th time - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>5th time onwards - 50% of the service charge paid by CLF for the particular enterprise shall be refunded by the MEC group. A new sample of 10 enterprises of that cluster in that particular month shall be visited again.</p> <p>If the number of enterprises with fault data are more than three in the second visit then it is advised that 100% visit of the enterprises of that particular month shall be done and 50% of the service charge of the enterprises with fault data shall be paid back to CLF by MEC group</p>
			More than 12	Level 3	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time - 50% of the service charge(50% of Rs 500 for starting an enterprise is Rs 250) paid by CLF for the particular enterprise shall be refunded by the MEC group</p> <p>4th time onwards - It is advised that 100% field verification shall be done and 50% of the service charge paid by CLF for the particular enterprises with fault data shall be refunded by the MEC group in the cases of fault enterprise data</p>
2	If MEC did not visit the enterprise during the previous month	5 to 10	1 to 3	Level 1	CLF shall counsel MEC and encourage them to visit every active enterprise at least once in a month
			More than 3	Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded.</p>
		11 to 20	1 to 6	Level 1	CLF shall counsel MEC and encourage them to visit every active enterprise at least once in a month

			1 to 12	Level 1	CLF shall counsel MEC and encourage them to visit every active enterprise at least once in a month
		21 to 40	More than 12	Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded.</p>
If consultation slip till the second previous month is not given to the entrepreneur by MEC	5 to 10	1		Level 1	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards -50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group</p>
		2 to 3		Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group.A new sample of 10 enterprises of that cluster in that particular month shall be visited again.</p> <p>If the number of enterprises with fault data are more than three in the second visit then it is advised that 100% enterprise visit of the enterprises of that particular month shall be done and 50% of the service charge of the enterprises with fault data shall be paid back to CLF by MEC group</p>
		More than 3		Level 3	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group. It is advised that 100% field verification shall be done and 50% of the service charge paid by CLF shall be refunded in the cases of fault enterprise data</p>

		2	Level 1	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards -50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group</p>
--	--	---	---------	--

If consultation slip till the second previous month is not given to the entrepreneur by MEC	11 to 20	3 to 6	Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group.A new sample of 10 enterprises of that cluster in that particular month shall be visited again.</p> <p>If the number of enterprises with fault data are more than three in the second visit then it is advised that 100% enterprise visit of the enterprises of that particular month shall be done and 50% of the service charge of the enterprises with fault data shall be paid back to CLF by MEC group</p>
		More than 7	Level 3	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group. It is advised that 100% field verification shall be done and 50% of the service charge paid by CLF shall be refunded in the cases of fault enterprise data</p>
If consultation slip till the second previous month is not given to the entrepreneur by MEC	21 to 40	4	Level 1	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards -50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group</p>
		5 to 12	Level 2	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes</p> <p>3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group.A new sample of 10 enterprises of that cluster in that particular month shall be visited again.</p> <p>If the number of enterprises with fault data are more than three in the second visit then it is advised that 100% enterprise visit of the enterprises of that particular month shall be done and 50% of the</p>

service charge of the enterprises
with fault data shall be paid back to
CLF by MEC group

			<p>More than 12</p>	<p>Level 3</p>	<p>1st & 2nd time - A warning shall be given to the MEC group to not repeat such mistakes 3rd time onwards - 50% of the service charge(50% Rs 270 is Rs 135 per month) paid by the CLF to MEC for the particular enterprise shall be refunded by MEC group. It is advised that 100% field verification shall be done and 50% of the service charge paid by CLF shall be refunded in the cases of fault enterprise data</p>
--	--	--	---------------------	----------------	--

b. BRC Service Monitoring

Cover of ME Visit

←←Name of			
←←Name of			
District		Name of Village	
Gram Panchayat		Name of VO	
Name of SHG Applicant		Is SHG member?	
		If No, Relation with SHG member	
Name of Enterprise		Name of Entrepreneur	
Name of CRP-EP		Business Category	
Total Project Cost		Business Type	
Own		Date of PSC Approval	
CEF		Date of Fund Receipt	
Bank			
Other (Specify			
CEF Instalment amount		CEF Repayment done till date	
CEF Interest			
CEF repayment period			
Bank Loan Instalment amount		Bank Loan repayment done till date	
Bank loan interest			
Bank loan repayment period			

BRC Records

	Number of BEPC members		
	Number of CRP-EP		
1	Does the BRC have an Action Plan for the period?	Yes	No
2	Does the CRP-EP group have a work plan for the period?	Yes	No
3	Does the BRC have record of CRP-EP group's work report for the period?	Yes	No
4	Does the BRC have a Cash Book?	Yes	No
5	Does the BRC have a ledger book?	Yes	No
6	Does the BRC have a PSC register?	Yes	No
7	Does the BRC submit a disbursement note to CLF after PSC?	Yes	No
8	Does the BRC submit a disbursement note to VO after PSC?	Yes	No
9	Does the BRC have an updated fund status for the reporting period?	Yes	No
10	Does the BRC have a CRP-EP payment register?	Yes	No

To the Entrepreneur					
BRC Services/Training					
1	How did entrepreneur find out about starting/expanding business?	SHG/VO/CLF Meeting	Family Member	CRP-EP	Other
2	How many trainings did you receive?	1	2	3	4
3	Did entrepreneur attend training where different types of businesses were explained to entrepreneur	Yes	No		
4	Did entrepreneur attend training where Potential customers, Capability required, Capital required, Costs in business and Competition of business were discussed?	Yes	No		
5	Did entrepreneur attend training where record maintenance and Daybook keeping and Consultation services from CRP-EP was	Yes	No		
6	Was a Viability Study conducted for the business?	Yes	No		
6.1	If No, Why?				
6.2	If Yes:				
6.2.1	Was entrepreneur supported in understanding local demands for the business?	Yes	No		
6.2.2	Was entrepreneur supported in finalising products for business?	Yes	No		
6.2.3	Was entrepreneur briefed about Costs and Profits of business?	Yes	No		
6.2.4	Was the entrepreneur provided support in determining the capital and investment requirements of her business?				
7	Was Business Plan prepared for Business?	Yes	No		
7.1	If No, Why?				
8	Did entrepreneur attend PSC (where her business plan was approved)?	Yes	No		
8.1	If No, Why?				
8.2	If Yes:				
8.2.1	Was the entrepreneur provided with an agreement to sign?	Yes	No		
8.2.2	Was the entrepreneur provided with a repayment schedule?	Yes	No		
Business set up					
1	Was the entrepreneur provided support in finalising location for the business?	Yes	No	Not Applicable	
2	Was the entrepreneur provided support in identifying source and/or procuring raw materials for the business?	Yes	No	Not Applicable	
3	Was the entrepreneur provided support in identifying market options for her products/services	Yes	No	Not Applicable	
4	Was the entrepreneur provided support in registering the enterprise and/or procuring licenses for the enterprise (if applicable)?	Yes	No	Not Applicable	
5	Was the entrepreneur provided support in procuring machinery and/or assets for her enterprise?	Yes	No	Not Applicable	
6	Was the entrepreneur provided support in raising capital for setting up her business?	Yes	No	Not Applicable	
7	Was the entrepreneur provided support in advertising and creating publicity for her enterprise?	Yes	No	Not Applicable	
8	Was the entrepreneur provided an accounting format to record her daily transactions?	Yes	No		
Enterprise Functioning					
1	Entrepreneur maintain a Day Book and records daily transactions				
2	How frequently does the CRP-EP visit the entrepreneur?	Twice a month	Once a month	Once in 3 months	Other (Specify)
3	Entrepreneur receives advice from CRP-EP based on the Day Book data	Yes	No		
3.1	If no, Why?				
3.2	If yes:				
3.2.1	Entrepreneur is briefed about her monthly profits by CRP-EP	Yes	No		
3.2.2	Entrepreneur is briefed about her monthly Costs by CRP-EP	Yes	No		
3.2.3	Entrepreneur is briefed about her monthly take home income by CRP-EP	Yes	No		
3.2.4	Entrepreneur is briefed about the working capital requirement for the upcoming period by the CRP-EP	Yes	No		
3.2.5	Entrepreneur is made aware of the losses she has incurred (if any)	Yes	No		

SHG Record Verification

←←Name of Entrepreneurs whose ME is visited as part of CBMS of reporting period→→						
←←Name of						
1	How many entrepreneurs from SHG?					
2	Is the Fund Receipt of CEF initiated in SHG records?	Yes	No			
3	Does SHG track CEF (disbursement and repayment)?	Yes	No			
4	Does SHG have a separate register to track CEF?	Yes	No			
5	What process is followed by SHG for CEF disbursement?	Transferred to SHG Applicant	Transferred to Entrepreneur	Cash to SHG Applicant	Cash to Entrepreneur	Other (Specify)
6	What process is followed by SHG for receiving CEF repayment?	Transferred to SHG account	Cash paid to SHG	Other (Specify)		
7	What process is followed by SHG for forwarding CEF Repayment?	Transferred to VO	Transferred to CLF	Transferred to BRC	Transferred to CRP-	Other (Specify)
8	When does SHG take action against defaulter?	1 month default	2 months default	3 months default	Other (Specify)	
9	Action taken by SHG in case of Default					

Annexure 8.6- CEF Tracker

Sheet 1- Data Entry

Sheet 2- Consolidation

Annexure 8.7- Process for BRC Grading

SVEP envisages BRC to be one stop facility for enterprise promotion in the block. For this there should be constant improvement in the services provided by BRC. In order to understand the areas where the BRC requires improvement, a grading of BRC should be conducted every year and based on the results of the grading interventions should be planned to improve the BRC. There should be follow up on the aspects where the scores are lesser. The BRC grading should not be conducted by stakeholders who are directly connected to the BRC like Mentor, BPM SVEP, BEPC or CRPs-EP. The grading process should be conducted by any professional either from the PIA or from the SRLM for example, FC from NRO or YP livelihood from DMMU.

The following are the section-wise details and instructions to facilitate the BRC Grading Process

1. Master Sheet

To be filled by Monitoring Team after grading format is collected from all BRCs. Parameters to be filled are listed below:

1. % entrepreneurs attained Domain skill training
2. % entrepreneurs attained soft skills training
3. % entrepreneurs attained Performance Improvement Programme
4. % entrepreneurs went on exposure visits
5. Credit Services provided (Other than CEF)
6. % entrepreneurs provided registration services
7. % entrepreneurs provided Fixed Asset Purchase services
8. % entrepreneurs provided packaging and labelling services
9. % of entrepreneurs provided raw materials purchase services
10. % entrepreneurs provided with legal formalities services
11. % entrepreneurs provided Marketing support

Collects information of highest scores attained in selected headings which will be used to calculate percentile achievement.

Since the parameters are used for calculating scores in BRC Services sheet, the Total Possible Scores for this section will be determined only after the Master Sheet details are collected

2. BRC Services-

Section requires few data points to be collected before beginning the Grading Process which are listed below (Source of data provided in brackets):

1. Number of Enterprises Planned for Grounding (From Annual Action Plan)
2. Number of Enterprises Grounded (Total of OTFs collected / Updated MIS)
3. Number of Food Based Enterprises (Total of OTFs collected / Updated MIS)
4. Number of Udyog Aadhar eligible enterprises (Total of OTFs collected / Updated MIS)
5. Number of Local Markets Planned (Annual Action Plan/Joint Action Plan)
6. Number of Entrepreneur meetings planned (Annual Action Plan/Joint Action Plan)

BRC Services Sheet Contains 3 Sub Sections

Sub Section 1- Mobilisation, Orientation and Capacity Building of Entrepreneurs

Sub Section 2- Viability Study and Business Plan Preparation

Sub Section 3- Handholding Support to Enterprises- 1 Year of Enterprise Support

I. Sub Section 1- Mobilisation, Orientation and Capacity Building of Entrepreneurs

- a. SHG Orientation
- b. Triggering Meeting
- c. GOT
- d. EDP

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Planned Number** – Total number of meetings planned
- **Planned Attendance** - Total number of participants expected
- **Actual Number** – Total number of meetings conducted
- **Actual Attendance** – Total number of participants attended

Details which are auto-calculated are (formulas given in brackets)

- **Planned Conversion Rate-** Expected conversion rate from initial Meeting to the next
(eg. Planned Attendance Triggering/Planned Attendance SHG Orientation X 100)
- **Coverage-** Comparison of Actual Number of Meetings against the Plan prepared
(eg. Actual No: /Planned No: X 100)
- **Actual Conversion Rate-** Actual rate of conversion from initial Meeting to the next
(eg. Actual Attendance Triggering /Actual Attendance SHG Orientation X 100)
- **Grading Base-** Compares the Actual Conversion Rate against the Planned Conversion Rate. The value returned is always a number less than or equal to 100

(Actual Conversion Rate/Planned Conversion Rate X 100)

- **Bonus Points-** Extra Points awarded for scenarios where the Actual Conversion Rate is higher than the Planned Conversion Rate

(eg. If Actual Conversion Rate is higher than 200%, Bonus point of 15 is awarded, If Actual Conversion Rate is higher than 150%, Bonus point of 10 is awarded, if Actual Conversion Rate is higher than 100%, Bonus Points of 5 is awarded)

- **Score-** Calculates the Total score earned by each parameter

(Grading Base + Bonus Points)

- e. Domain Skill Training
- f. Soft Skill Training
- g. Performance Improvement Program
- h. Exposure Visit to Entrepreneurs

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Planned Number** – Total number of meetings planned
- **Planned Attendance** - Total number of participants expected
- **Actual Number** – Total number of meetings conducted
- **Actual Attendance** – Total number of participants attended

Details which are auto-calculated are (formulas given in brackets)

- **Coverage %**- Actual Number of Meetings held compared to the Planned Number of Meetings

(Actual No./Planned No: X 100)

- **Actual Conversion Rate**- Compares Actual Number of Participants against the Planned Number of participants

(Actual Attendance/Planned Attendance X 100)

- **% of Entrepreneurs availed services**- Calculates proportion of entrepreneurs that availed the service against total number of enterprises grounded

(eg. Actual Attendance/Number of Enterprises grounded X 100)

- **% Achievement compared to best performer**- Compares performance in the selected parameter with the Highest Scorer of all BRC Grading Sheets

(eg. % Entrepreneurs availed service/Highest Scored in Master Sheet for the Parameter X 100)

- **Score**- Score will be same as the value in Grading Base

II. Sub Section 2- Viability Study and Business Plan Preparation

a. Viability Study

b. Business Plan

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Number of Reports**- Collect the Total Number of Reports Submitted (Business Plan Register/Count of Business Plan and Viability Study submitted to BRC)

Details which are auto-calculated are (formulas given in brackets)

- **Achievement %**- Calculates the proportion of Reports against the Total Enterprises grounded

(eg. Number of Business Plans/Total Enterprises grounded X 100)

- **Grading Base**- Returns the Value calculated in Achievement % if less than 100, or the value 100

(eg. If Achievement % is 200%, Value returned in Grading Base will be 100; If Achievement % is 70%, Value returned in Grading Base will be 70)

- **Bonus Point-** Extra Points awarded for scenarios where the Achievement % is higher than 100

(eg. If Achievement % is higher than 200%, Bonus point of 15 is awarded, If Achievement % is higher than 150%, Bonus point of 10 is awarded, if Achievement % is higher than 100%, Bonus Points of 5 is awarded)

- **Score-** Calculates the Total score earned by each parameter

(Grading Base + Bonus Points)

c. Credit Services (Other than CEF)

Details to be filled by the assessor (Source of data provided in brackets) are:

- **No: of Entrepreneurs provided with service-** Enter the total number of entrepreneurs who have been provided this service (PSC Register/Entrepreneur Register/Updated MIS)

Details which are auto-calculated are (formulas given in brackets)

- **Achievement %-** Calculates number of entrepreneurs provided with the service against the total number of enterprises grounded

(eg. No: of entrepreneurs provided with service/Number of enterprises grounded X 100)

- **Achievement % compared to highest scorer-** Compared the Achievement % against the Achievement % of the highest scorer out of all BRC grading sheets

(eg, Achievement %/Achievement % of highest scorer X 100)

- **Grading Base-** Returns value in Achievement % if value less than 100, else returns the value 100

(eg. If Achievement % is 200%, Value returned in Grading Base will be 100; If Achievement % is 70%, Value returned in Grading Base will be 70)

III. Sub Section 3- Handholding Support to Enterprises- 1 Year of Enterprise Support

- a. Udyog Aadhar
- b. FSSAI Registration

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Numbers Facilitated-** Enter number of enterprises provided with the service

Details which are auto-calculated are (formulas given in brackets)

- **Achievement %-** Calculates the number of enterprises provided with the service against number of eligible enterprises
(eg. Udyog Aadhar/No: enterprises eligible for Udyog Aadhar X 100)

- **Grading Base-** Returns value in Achievement % if value less than 100, else returns the value 100

(eg. If Achievement % is 200%, Value returned in Grading Base will be 100; If Achievement % is 70%, Value returned in Grading Base will be 70)

- **Bonus Points** - Extra Points awarded for scenarios where the Achievement % is higher than 100

(eg. If Achievement % is higher than 200%, Bonus point of 15 is awarded, If Achievement % is higher than 150%, Bonus point of 10 is awarded, if Achievement % is higher than 100%, Bonus Points of 5 is awarded)

- **Score**- Calculates the Total score earned by each parameter

(Grading Base + Bonus Points)

- c. Registration (cooperative, P.ltd etc)
- d. Fixed Asset Purchase
- e. Packaging and Labelling
- f. Raw Material Purchase
- g. Legal Formalities
- h. Marketing Support

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Numbers Facilitated**- Enter number of enterprises provided with the service

Details which are auto-calculated are (formulas given in brackets)

- **Achievement %**- Calculates the number of enterprises provided with the service against total number of enterprises

(eg. Fixed Asset Purchase/No: of enterprises grounded X 100)

- **Grading Base**- Compares the achievement % of each parameter against the best performer in that parameter

(eg. Achievement % of Fixed Asset Purchase/Achievement % of the Best Performer X 100)

- **Bonus Points** - Extra Points awarded for scenarios where the Achievement % is higher than 100

(eg. If Achievement % is higher than 200%, Bonus point of 15 is awarded, If Achievement % is higher than 150%, Bonus point of 10 is awarded, if Achievement % is higher than 100%, Bonus Points of 5 is awarded)

- **Score**- Calculates the Total score earned by each parameter

(Grading Base + Bonus Points)

- i. Consultation Slip

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Numbers Facilitated**- Enter number of enterprises provided with the service

Details which are auto-calculated are (formulas given in brackets)

- **Achievement %**- Calculates the number of enterprises provided with the service against total number of enterprises

(eg. Consultation Slip/No: of enterprises grounded X 100)

- **Grading Base-** Returns value in Achievement % if value less than 100, else returns the value 100

(eg. If Achievement % is 200%, Value returned in Grading Base will be 100; If Achievement % is 70%, Value returned in Grading Base will be 70)

- **Bonus Points** - Extra Points awarded for scenarios where the Achievement % is higher than 100

(eg. If Achievement % is higher than 200%, Bonus point of 15 is awarded, If Achievement % is higher than 150%, Bonus point of 10 is awarded, if Achievement % is higher than 100%, Bonus Points of 5 is awarded)

- **Score-** Calculates the Total score earned by each parameter

(Grading Base + Bonus Points)

- j. **Local Markets**
- k. **Entrepreneur Meets**

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Numbers Facilitated-** Enter number of events conducted

Details which are auto-calculated are (formulas given in brackets)

- **Achievement %-** Calculates the number of events conducted against the planned number of events

(eg. Number of Local Markets Conducted/Planned Local Markets X 100)

- **Grading Base-** Returns value in Achievement % if value less than 100, else returns the value 100

(eg. If Achievement % is 200%, Value returned in Grading Base will be 100; If Achievement % is 70%, Value returned in Grading Base will be 70)

- **Bonus Points** - Extra Points awarded for scenarios where the Achievement % is higher than 100

(eg. If Achievement % is higher than 200%, Bonus point of 15 is awarded, If Achievement % is higher than 150%, Bonus point of 10 is awarded, if Achievement % is higher than 100%, Bonus Points of 5 is awarded)

- **Score-** Calculates the Total score earned by each parameter

(Grading Base + Bonus Points)

- l. **Number of entrepreneurs availing paid services**

Details to be filled by the assessor (Source of data provided in brackets) are:

- **Numbers Facilitated-** Enter number of entrepreneurs paying for BRC services

Details which are auto-calculated are (formulas given in brackets)

- **Achievement %-** Calculates the number entrepreneurs paying for services against the total number of enterprises grounded

(eg. Number of entrepreneurs paying for BRC services/Total enterprises grounded X 100)

- **Grading Base-** Compares the achievement % of parameter against the best performer in that parameter

(eg. Achievement % of entrepreneurs paying for BRC services/Achievement % of the Best Performer X 100)

- **Bonus Points** - Extra Points awarded for scenarios where the Achievement % is higher than 100

(eg. If Achievement % is higher than 200%, Bonus point of 15 is awarded, If Achievement % is higher than 150%, Bonus point of 10 is awarded, if Achievement % is higher than 100%, Bonus Points of 5 is awarded)

- **Score-** Calculates the Total score earned by each parameter

(Grading Base + Bonus Points)

CE
F

CEF Sheet contains 1 table which collects information related to CEF applications, received, approved and disbursed along with repayment details.

- a. No: of eligible CEF loan requests
- b. No: of CEF approved
- c. No: of CEF disbursed

Details to be collected by assessor (Source provided in brackets):

- Month wise numbers of each parameter (CEF Register, Loan Tracker, BRC Accounts book, BRC Passbook)

Details which are auto calculated (formulas given in brackets)

- **Total-** Sum total of values entered for all months
- **% of Loans Disbursed-** Compared the number of loans disbursed against the number of loans approved

(eg. No: of Loan disbursed/No: of loans approved X 100)

- d. CEF Amount disbursed
- e. Planned loan disbursals
- f. Loan principal to be received
- g. Interest to be received
- h. Loan principle received during month
- i. Loan interest received during month
- j. Non-Performing Assets (Bad debts for more than 90 days)

Details to be collected by assessor

- Enter month wise details for each parameter (CEF Register, Loan Tracker, BRC Accounts book, BRC Passbook)

Details which are auto-calculated (formulas given in brackets)

- **Total**- Sum Total of values entered for all months
- **Recovery Rate**- Compared total of repayment received against total repayment supposed to be received at BRC (eg. $(\text{Loan Principle Received} + \text{Loan Interest Received} / \text{Loan Principle to be received} + \text{Loan interest to be received}) \times 100$)
- **% of NPA**- Compares Total NPA against total CEF disbursed (eg. $\text{NPA}/\text{CEF amount disbursed} \times 100$)
- **Score**-
 - o % Loan Disbursed- provides scores to the highest % of Loans Disbursed- if loan disbursed is 100%, score is 20; if loan disbursed is $\rightarrow=90\%$, score is 15; if loan disbursed is $\rightarrow=80\%$, score is 10; if loan disbursed is $\rightarrow=70\%$, score is 5; all below this is scored 0
 - o Recovery Rate- provides scores to the highest % of Recovery- if Recovery is 100%, score is 20; if Recovery is $\rightarrow=90\%$, score is 15; if Recovery is $\rightarrow=80\%$, score is 10; if Recovery is $\rightarrow=70\%$, score is 5; all below this is scored 0
 - o % NPA- provides scores to the Lowest % of NPA- if NPA is 0, score is 20; if NPA is $\leftarrow=5$ score is 15; if NPA is $\leftarrow=10$, score is 10; if NPA is $\leftarrow=15$, score is 5; all above this is scored 0

Engagement with Stakeholders

Contains Table to collect information with regard to Meeting conducted, participation in the meetings, community engagement and Interest sharing among CBOs.

- a. BEPC Meeting
- b. PAC Meeting
- c. CRP-EP Meeting
- d. Community Monitoring

Details to be collected by assessor (Source provided in brackets):

- Month wise number of meetings or visits (planned and actual) along with participants (expected and actual)- (Source: Minutes Book, Attendance Register)
- Enter number of reports required and actual number of reports submitted in the same of Community Monitoring (Record of reports collected in BRC)

Details which are auto-calculated (formulas given in brackets)

- **Achievement**- Average Number of Meetings conducted and Average Participants calculated (eg. Average of Number of CRP-EP Meetings)
- **Score**- Compares the actual average numbers against the planned average (eg. $\text{Actual Average number of meetings conducted}/\text{Planned average number of meetings} \times 100$)
- **Bonus**- Extra Points awarded for scenarios where the Score is higher than 100

(eg. If Achievement % is higher than 200%, Bonus point of 15 is awarded, If Achievement % is higher than 150%, Bonus point of 10 is awarded, if Achievement % is higher than 100%, Bonus Points of 5 is awarded)

e. Dedicated BPM-SVEP Available (Yes/No)

Details to be collected by assessor (Source provided in brackets):

- Enter Yes or No answers into the cells to indicate whether or not a BPM-SVEP was appointed by the SRLM (Minutes Book)

Details which are auto-calculated (formulas given in brackets)

- **Achievement**- Takes count of the months when BPM was present
- **Score**- Allots 10 points in cases where BPM was present for all 12 months and 0 for all other instances

f. Amount of Interest shared with SHG

g. Amount of Interest shared with VO

h. Amount of Interest shared with CLF

i. Amount of Interest received by BRC

Details to be collected by assessor (Source provided in brackets):

- Enter month wise details of Interest eligible to be shared and actual amount of interest shared in the case of SHG, VO and CLF. Enter details of interest to be received by BRC per month and actual amount received in the case of BRC (Cash book/BRC Ledger/BRC Passbook)

Details which are auto-calculated (formulas given in brackets)

- **Achievement**- Calculates the interest shared/received against the interest eligible to be shared/received (*eg. Sum of Interest shared to SHG/Amount of interest eligible to be shared to SHG X 100*)
- **Score**- Provides higher score to higher achievement- if Achievement is 100%, score is 20; if Achievement is $\rightarrow=90\%$, score is 15; if Achievement is $\rightarrow=80\%$, score is 10; if Achievement is $\rightarrow=70\%$, score is 5; all below this is scored 0

3. BRC Set-up

Collects details of basic requirements under BEPC, CRP-EP Group and BRC Office set up

Details to be collected by assessor:

- Provide Yes or No answers to the following questions based on observations, communication with the BRC stakeholders.

Details auto-calculated

- Yes is allotted 1 score and No 0. Total of all Yes provides the total score for the section

Table below provides possible sources for data to be collected in this section:

BEPC / BRC-MC

	Source
Is BEPC committee formed?	MoU
Is the committee aware of its duties and functions?	Mentor, BEPC members
Does BEPC meetings happen regularly every month with representation from all CLFs?	Minutes Book
Is BEPC recording minutes of all meeting decisions with signatures from all members?	Minutes Book
Is BEPC committee engaging in action plan of CRP-EP group?	JAP and Work Report of CRP-EP Group
Is BEPC committee regularly paying CRP-EP group for services rendered as per cost norms?	CRP-EP Group work report and payment register
Is BEPC verifying work report of CRP-EP group against action plan before releasing payment?	Mentor, BEPC
Is BEPC able to make decisions without support from Mentor, BPM-SVEP?	Mentor, BPM-SVEP, BEPC
Is BEPC committee able to understand business plans to the extent to take decision on CEF / Bank loan?	BEPC, Mentor, BPM SVEP
Are SHG-VO-CLF levels engaging in identification of entrepreneurs and monitoring of enterprises?	BEPC, CRP-EP, BPM SVEP
Is nodal CLF performing financial transactions on behalf of BEPC without delay?	Minutes book and BRC Passbook
Is bookkeeper appointed at nodal CLF and trained?	
Is proper records related to BEPC functioning maintained at BRC?	Registers maintained at BRC- "Refer Formats against Processes document"
Does BEPC know how much repayment from CEF loans is due every month?	Loan register
Is BEPC able to identify defaulters and pressure SHGs to ensure repayment?	Loan register, Minutes Book

CRP-EP group

Does the BRC has sufficient no of CRPs-EP selected, trained and active on field?	CRP-EP required (AAP) and CRP-EP present (Minutes Book and CRP-EP Register)
Does all CRPs-EP in the BRC hold necessary skill set required under SVEP after training?	CB requirement of CRP-EP (AAP)
Is the CRP-EP group able to manage work division in the group?	Work Report, CRP-EP payment register
Is Mentor able to clear doubts regarding nature of service to CRPs-EP?	CRPs-EP
Does the CRP-EP group have a business plan?	BRC
Is CRP-EP group earning revenue from SVEP as per business plan?	Business Plan (If available)
Is CRP-EP group able to provide all services expected from BRC to entrepreneurs?	Work Report
Is CRP-EP group getting paid as per SVEP guidelines by entrepreneurs? (for business plan, market linkage, etc.)	CRP_EP payment register
Is CRP-EP group submitting records for service provided to the BEPC?	Records maintained "Refer Formats against Processes document"
Is CRP-EP group following a plan for ensuring saturation of SHG network in 4 years during mobilisation?	JAP

BRC Setup

Is office space with good connectivity available exclusively for BRC in the block?	Observation
Are all assets required for BRC purchased?	Observation- Refer Asset required for BRC

Is Mentor able to clear doubts regarding BRC functioning?
Is Professional able to clear doubts regarding BRC functioning?

Questions to Mentor
Questions to Professional

4. Score Sheet

Contains details of Maximum scores possible for all sections and the score of the particular BRC (except BRC Services where maximum scores will be determined after identifying highest scorers).

5. Summary Sheet

Demographic Details

Indicators	Population of Block (DPR)	Entrepreneurs supported by SVEP
Females		
SC		
ST		

Section I- BRC Services:

Observations/Comments (Sub-Section wise) - Provide explanation/note for instances where scores are higher or lower than general average

Include administrative or State level issues or initiatives that has helped or damaged project/process

New Initiatives Taken (Sub Section wise)

Section II- CEF

Observations/Comments (Section and Sub-Section wise) - Provide explanation/note for instances where scores are higher or lower than general average

Include administrative or State level issues or initiatives that has helped or damaged project/process

New Initiatives Taken (Section and Sub Section wise)

Section III- Engagement with Stakeholders

Observations/Comments (Section and Sub-Section wise)- Provide explanation/note for instances where scores are higher or lower than general average

Include administrative or State level issues or initiatives that has helped or damaged project/process

New Initiatives Taken (Section and Sub Section wise)

Section IV- BRC Set up

Observations/Comments (Section and Sub-Section wise)- Provide explanation/note for instances where scores are higher or lower than general average

Include administrative or State level issues or initiatives that has helped or damaged project/process

New Initiatives Taken (Section and Sub Section wise)

Annexure 8.8- Tracker for BRC grading

Sheet 1- Master Sheet

		Highest among the region/all states
1	Percentage of entrepreneurs attended Domain skills training	33
2	Percentage of entrepreneurs attended soft skills training	6
3	Percentage of entrepreneurs attended PIP	0
4	Percentage of entrepreneurs went on exposure visits	15
5	Credit Services provided (other than CEF)	69
6	Percentage of entrepreneurs provided service of Registration (cooperative, P.ltd etc)	2
7	Percentage of entrepreneurs provided service of Fixed assets purchase support	108
8	Percentage of entrepreneurs provided service of Packaging & labelling	17
9	Percentage of entrepreneurs provided service of Raw material purchase	183
10	Percentage of entrepreneurs provided service of Legal formalities	2
11	Percentage of entrepreneurs provided service of Marketing support	14
12	Percentage of entrepreneurs availing Paid BRC services	33

Sheet 2- BRC Services

Data to be collected before Grading Process

Sl. No.	Parameter	Target	Actual	Score
1	Number of entrepreneurs planned for grants	100	100	100
2	Number of entrepreneurs enrolled	100	100	100
3	Number of entrepreneurs who are active	100	100	100
4	Number of MSMEs/MSBMs/Small Enterprises	100	100	100
5	Number of MSMEs/MSBMs/Small Enterprises (BRC)	100	100	100
6	Number of Entrepreneur monitoring plan (at least BRC Plan)	100	100	100

Sub-Section 1: Mobilization, Orientation and Capacity Building of Entrepreneurs

Parameter	Planned Number	Planned Attendance	Actual Number	Actual Attendance	Planned Coverage %	Actual Coverage %	% of Entrepreneurs enrolled	% Achievement	Grade	Score
SRS Orientation	100	100	100	100	100	100	100	100	5	100
Entrepreneur Training	100	100	100	100	100	100	100	100	5	100
SOI	100	100	100	100	100	100	100	100	5	100
EDP	100	100	100	100	100	100	100	100	5	100
Domain Skill Training	100	100	100	100	100	100	100	100	5	100
Soft Skill Training	100	100	100	100	100	100	100	100	5	100
Performance Improvement Program	0	0	0	0	0	0	0	0	0	0
Capacity Building of Entrepreneurs	100	100	100	100	100	100	100	100	5	100

Sub-Section 2: Viability Study and Business Plan Preparation

Parameter	No. of entrepreneurs provided assistance	Achievement %	Grade	Score
Viability Study	100	100	100	100
Business Plan	100	100	100	100
Credit Sanction (other than CEF)	100	100	100	100

Sub-Section 3: Monitoring, Support to Entrepreneurs & Post-Entrepreneur Support

Parameter	Facilitator	Achievement %	Grade	Score
MSMEs/MSBMs	100	100	100	100
FSEAR Registration	100	100	100	100
Registration of cooperatives, P.ltd etc	100	100	100	100
Fixed Assets purchase support	100	100	100	100
Packaging & labelling	100	100	100	100
Raw material purchase	100	100	100	100
Legal formalities	100	100	100	100
Marketing support	100	100	100	100
Consultancy	100	100	100	100
Capacity building	100	100	100	100
Entrepreneur mentor	100	100	100	100
Number of entrepreneurs availing post-entrepreneur support from BRC after one year	100	100	100	100

Sheet 3- CEF

Annexure B.8_BRC Grading Format - Excel

Parameters	April	May	June	July	August	September	October	November	December	January	February	March	Total	Score
No of eligible CEF loan requests received													0	NA
No of CEF loans approved													0	NA
No of loans disbursed													0	NA
% of Loans Disbursed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEF amount disbursed													0	NA
Planned loan disburseals													0	NA
Loan principle to be received													0	NA
Interest to be received													0	NA
Loan principle received during the month													0	NA
Loan interest received during the month													0	NA
Recovery rate	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non Performing Assets (bad debt for more than 90 days)													0	NA
% of NPA													0	
Total Score	0													
Maximum Score	60													

Sheet 4- Engagement with Stakeholders

Annexure B.8_BRC Grading Format - Excel

Indicator	April	May	June	July	August	September	October	November	December	January	February	March	Achievement	Score	Score Points
EPF meeting													0	NA	NA
No of meeting Planned													0	NA	NA
No of meeting Conducted													0	0	0
Attendance Received													0	NA	NA
Average attendance of BRC member													0	0	0
PAC meeting													0	NA	NA
No of meeting Planned													0	NA	NA
No of meeting Conducted													0	0	0
Attendance Received													0	NA	NA
Average attendance of BRC member													0	0	0
No of meeting attended													0	NA	NA
CEP-EP meeting													0	NA	NA
No of meeting Planned													0	NA	NA
No of meeting Conducted													0	0	0
Attendance Received													0	NA	NA
Average attendance of CEP/EP member													0	0	0
Community meetings													0	NA	NA
No of meeting held by the bank													0	NA	NA
No of meeting held by community													0	0	0
No of community report received													0	NA	NA
No of community meeting report													0	0	0
Expenditure BFFS - CEF													0	0	NA
Amount of interest shared with BMS													0	0	NA
Amount of interest shared with CEF													0	0	NA
Amount of interest shared with YO													0	0	NA
Amount of interest shared with BRC													0	0	NA
Amount of interest shared with CEF													0	0	NA
Amount of interest shared with BRC													0	0	NA
Amount of interest shared with BRC													0	0	NA
Total Score	0														
Maximum Score	110														

Sheet 5- BRC Set up

Annexure 8.9- Year-wise Evaluation Format
Capacity Building of CRP-EP

S. No	Indicators	Month in which the activity was completed	Present Status/Requirement
YEAR 1			
1	Clarity on TED 1 and TED 2 training content and related field assignment among the CRPs-EP		
2	Clarity on TEAM A1 and TEAM A2 training content and related field assignment among CRPs-EP		
3	Clarity on TED 3 training and field assignment among the CRP-EP		
4	Clarity on TEAM B2 and TEAM B3 training content and assignment among the CRPs-EP		
5	CRP-EP having separate bank account and their partnership deed is signed with the BRC		
6	Clarity among CRP-EP group about handling and usage of SVEP app		
7	Clarity to CRPs-EP for business plan preparation and enterprise promotion process in paper as well as SVEP app		

8	CRP-EP group involves entrepreneur in preparation of business plan		
9	Clarity on formats and process of maintaining the records		
10	CRP-EP group has an idea to prepare OTP, Opening Balance sheet and they are able to support in ME grounding process		
11	CRP-EP group has understanding about preparing the work claim report		
12	CRPs-EP are maintaining their ME records		
13	CRPs-EP have understood the paper based and mobile based PTS preparation		
14	CRP-EP group can put agenda in the BRC meeting		
15	CRP-EP have learned to do the PTS and are able to provide consultancy to the entrepreneur		
16	CRP-EP group has learn the process of tapping the opportunity to open the weekly/festival haats		
17	CRP-EP group can confidently present the achievements and challenges from field in front of BEPC, CLF members without mentors support		

YEAR 2			
18	Ability to do efficient work distribution within the group and monitor it themselves		
19	Ability to organise skill training for the Entrepreneur based on their demand		
20	Advanced skills as a trainer (improved conversion rate)		
21	Ability to give quality consultation to the entrepreneur regarding their enterprises		
22	Ability to mobilise bank loans		
23	Improved skills in market facilitation		
24	Ability to identify source of raw material, machinery etc. for entrepreneur and prepare a directory for the same in BRC		
YEAR 3			
25	Ability to identify scalable enterprises (prepare business plan for such enterprises using TOOL based business plan preparation)		

26	Ability to derive fee from entrepreneur of the services provided		
27	In order to enhance the quality of services provided to the entrepreneur CRP-EP group has received specialisation in thematic areas (Diversification and advancement in domain specialisation within the group)		
28	Ability to tap the opportunities of convergence with other departments		
29	Ability to developed business model for the group		
YEAR 4			
30	Received desired knowledge and skill sets for sustainable group operation		
31	CRP-EP group business develops into a coherent and sustainable business model where the group is able to derive revenue from multiple sources by offering diverse enterprise promotion services		

BEPC

S. No	Expected Outcome	Month in which the activity was completed	Present Status/Requirement
YEAR 1			
1	BRC has appointed BEPC Members		
2	Inter-se agreement between BEPC and other CLFs is completed		
3	There is a separate bank account for BRC		
4	BRC is able to send fund requisition letter to District/State		
5	BRC has an accountant		
6	Clarity about the Fund Heads under SVEP among the BRC members		
7	Clarity among BEPC and CRP-EP group about handling and usage of SVEP app		
8	Clarity about the book of records that has to be maintained in the formats given by NRO		
9	BEPC has received training on BEPC module 1 & 2		
10	BEPC has clarity on formats and process of maintaining the records		

11	BEPC has ensured selection of Volunteers from CBO		
12	BEPC encourage the SVEP as an agenda being discussed in VO/SHG meetings		
13	BEPC has ensured the completion of VO volunteers training and DCB preparation workshop		
14	BEPC follows up on the work of VO Volunteers		
15	Active participation of BEPC in weekly/festival haats		
16	Involvement of BEPC members at all the tier of CBO for loan repayment process		
17	Active participation of BEPC for monitoring CRP-EP work (attending trainings, physical verification of enterprises)		
YEAR 2			
18	Ability to manage funds and comprehensive understanding of the budget head		

19	Ability to initiate BRC as a common facilitation centre		
20	Introduction to CBMS		
21	Ability to monitor the work of CRP-EP group (what and how)		
22	Ability to understand and facilitate the demand from the community, challenges of the entrepreneur		
23	Ability to support & guide CBO for better identification of entrepreneur, loan repayment process, interest sharing		
24	Ability to support and guide CRP-EP to mobilise bank loan		
25	Identification and address for the Capacity Building of BEPC as and when required (to be done quarterly)		
YEAR 3			
26	Shelf of projects in BRC		
27	CBMS taken up by BRC on regular basis and reports are generated		

28	Ability to monitor the quality of the services offered to entrepreneur by CRP-EP group		
YEAR 4			
29	BRC develops as an active and self-sustained one stop hub for all non-farm livelihood promotion needs for the CBO in the block		

CBO

S. No	Expected Outcome	Month in which the activity was completed	Present Status/Requirement
YEAR 1			
1	Participate in finalising the VOs for preparation of Phasing plan and joint action plan for CRP-EP group		
2	Participate in ensuring the selection of Volunteers at VO level		
3	Involves in keeping the follow-up on SVEP as an agenda being discussed in VO/SHG meetings		
4	Participate in completion of VO volunteers training and DCB preparation workshop		
5	Follow up on the work of Volunteers of VO		

YEAR 2

6	Active participation of CBO members in organising festival/weekly haats		
7	SVEP as an regular agenda being discussed in the CBO meetings		
8	Active support by CBO member for field level monitoring of the services that are provided by CRP- EP		

YEAR 3

9	Provide support for enterprise monitoring in the field (Physical verification of enterprises, check on the quality of services that are being provided to entrepreneur)		
10	Provide support in identification of entrepreneurs and their requirement (in terms of skill training, orientations etc.)		
11	Provide support in conducting entrepreneur meetings, trainings etc.		
12	Provide support to BEPC members for interest sharing		
13	Provide support to BEPC in taking the ownership of		

	market develop under BRC		
14	Provide support in making SVEP as a regular agenda and loan repayment process		
15	Develop understanding about their role in each of the activities undertaken in SVEP		
YEAR 4			
16	CBO indulges in the bottom-up monitoring of the project and a smooth repayment mechanism is established		
17	CBO takes complete ownership of the project through BEPC		

BMMU Engagement

S. No	Expected Outcome	Month in which the activity was completed	Present Status/Requirement
YEAR 1			
1	Clarity among BMMU/SRLM about SVEP and BEPC structure		
2	Participation of BMMU/SRLM in the BEPC meeting		
3	Participation of BMMU/SRLM for Inter-se agreement, Bank Account		

	opening and fund requisition letter preparation		
4	BMMU ensure participation and logistical support for any training (entrepreneur, CBO, skill etc.)		
5	Clarity about the Fund Heads under SVEP among the BMMU members		
6	Clarity about the work flow and process among the BMMU members		
7	BMMU/SRLM ensures CBO involvement for SVEP		
8	Participate in ensuring the track of CEF		
9	Ensure the DCB is reaching the CBO on time		
10	Arrange and discuss about the meetings with Banks		
11	Active participation from BMMU for opening weekly/monthly		
12	Smooth repayment process in place		

BRC Setup

S. No	Expected Outcome	Month in which the activity was completed	Present Status/Requirement
YEAR 1			

1	Block has space for BRC with all the required formalities in place (agreement etc.)		
2	BRC has all the assets procured		
3	Block has a BRC running as a one stop facility centre for the entrepreneurs (has data about raw material/machinery, wholesale market etc.)		

Annexure 10.1 Guide to Prepare Case Study

Journey of an entrepreneur or an enterprise can be captured through case studies or short stories. It should focus on how the life of the person has changed because of the enterprise. The impact it has created on the socio-economic life of the entrepreneur's family.

Refer to the below mentioned guideline for capturing case studies or short stories

Full name of Entrepreneur:

Age:

Name of SHG:

Name of SHG member *(in case entrepreneur is not a SHG member)*:

Village: Block: District:

Nature of business:

Family and location background of Entrepreneur:

It should cover details on family size, what do her family members do for a livelihood? Personal background of entrepreneur? Her life before marriage, her education and family. Her current lifestyle. Does the entrepreneur's family have a traditional business/livelihood? Do they follow it?

A bit of context on the village/locality where the entrepreneur lives/owns a business. What is the major economic activity there? Is it near/away from the highway or any other important landmark? Did this trigger any ideas for the entrepreneur?

Why did she decide to become an entrepreneur?

This section should cover her current socio-economic background. Overall situation of her family, their income, existing prospects of livelihood and why did she decide to become an entrepreneur? Highlight a specific incident (if any) entrepreneur can relate to which convinced her to do this.

How did she become an entrepreneur?

This section should come in flow with the previous one. It should capture her story of deciding to run an enterprise.

*In what ways did the BRC provide support? (Orientation, Triggering, Trainings)
The role of CRP-EP should be highlighted – (business plan, viability check, monthly reports, follow up)
Role of SHG network in supporting the upcoming entrepreneur – (credit check, BEPC)
Support received from her family to start the business*

Information on Enterprise

Name of the shop:

Nature of business:

Amount invested in starting the shop (Own/SHG/Bank linkage):

Date of starting the enterprise:

Monthly revenue:

Monthly income:

Monthly profit:

Any subsequent investments made:

Records maintained by her:

Skill training received (apart from GOT and EDP, if any):

Challenges

Challenges faced by her in starting the enterprise and while running it. How did she overcome those challenges?

Impact

Changes after running a business: life at home, support from family, life outside household work, responsibility of handling a business, changes in her and her family's lifestyle. Her thoughts on herself as an 'entrepreneur?'

Entrepreneur's plan for her business

This should cover her business expansion plans, any further support required by entrepreneur. Her aspirations and what are her expectations for her family.

Points to note:

This is a broad outline to be followed while writing the story. All the sub-points mentioned under each head should be followed. Furthermore, quotes from entrepreneurs should be taken under each head. The writer has the liberty to mould the story in anyway desirable but it should be ensured that the story being written is able to tell entrepreneur's life, her business, challenges, social-economic-cultural impact and her aspirations. Moreover, the objective of the story should not be diluted.

Photographs: *Individual Portrait of Entrepreneur and one with Enterprise.*

Photographs should be captioned with the following-

Entrepreneur's name and name of the Enterprise

Date, time and location of the photo taken

A brief quote from the person

Annexure 10.2 Guide to Prepare Weekly Market or Festival Market Reports

Marketing Support is one of the services given to the entrepreneurs by the BRC-EP through the CRPs-EP. And out of all the marketing support, promotion of weekly haat or festival bazaar are the most popular when it comes to generating revenue in a short period of time. It is important for the BRC-EP to document such interventions in terms of its strategy, the revenue it created, the kind of mobilization done to replicate such interventions in the future as well.

Refer to the below mentioned guide to capture details of weekly or festival market promoted in the block

No of Haats/Fairs/Markets initiated

No. of Entrepreneurs (SHG and Non-SHG)

Types of enterprises

Total Revenue Generated

Average Revenue earned in each haat

Date and duration of Haats/Fairs/Markets organized

Footfall

Frequency of haat initiated

No. of Entrepreneurs (SHG and Non-SHG)

Types of enterprises

Annexure 10.3 Guide to prepare testimonials

Learnings from the field should be captured as testimonials from CRPs-EP, BEPC members, and entrepreneurs. It is good if along with the testimonial, a photograph of the concerned person is also taken. Some of the topics to capture testimonials are SVEP as platform for promoting rural entrepreneurship, impact on CBO leaders or the community network, the change in the life of the entrepreneur because of the support received from the project, CRPs-EP experience in piloting some new activity, and the learnings garnered from the same.