

**TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN**  
**Officers & Staff Job descriptions**

<b>STATE MISSION MANAGEMENT UNIT (SMMU)</b>	Tamil Nadu State Rural Livelihood Mission has a State Mission Management Unit at State level which is overall responsible for the implementation of the Project. The SMMU is headed by the Chief Executive Officer (CEO), TNSRLM / Managing Director, TNCDW and holds the responsibility of implementation and monitoring the Project interventions. SMMU have two units at District and Block level viz. District Mission Management Unit and Block Mission Management Unit.
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**A. TAMIL NADU STATE RURAL LIVELIHOOD MISSION**

S. No.	Designation	Roles
1.	<b>Chief Executive Officer &amp; Managing Director</b>	Overall Head of the Project and monitor the implementation of the scheme activities.
<b>I. Institution Building &amp; Capacity Building (IB&amp;CB)</b>		
2.	<b>Additional Chief Executive Officer (Capacity Building)</b>	Institution Building and Capacity Building component is headed by Addl. CEO (CB) who is directly responsible for implementation of Project Interventions at State, District & Block level. Assist CEO in policy formulation, design, plan and monitor programmes towards Capacity Building of the Project Staff, Community and the institutions of the poor. Mobilization of left out poor into SHGs, Revival of defunct SHGs and Strengthening of existing SHGs. Check Auditing of SHGs and CBOs in time. Monitor the compilation of all timely framed periodically reports, all communication and IEC activities of TNSRLM. Newly implementing Government of India / State schemes and flagship schemes.
3.	<b>State Programme Manager (IB &amp; CB)</b>	Assist Additional CEO (Capacity Building) and monitor the works execution related to IB & CB. Implement all activities of Institution Building and Capacity Building at State, Dist. & Block level. Providing support for policy formulation, design, plan and monitor programmes towards Capacity Building of the Project Staff, Community and the institutions of the poor. Mobilization of left out poor into SHGs, Revival of defunct SHGs and Strengthening of existing SHGs. Check Auditing of SHGs and CBOs in time. Monitor the compilation of all timely framed periodically reports, all communication and IEC activities of TNSRLM. Newly implementing Government of India / State schemes and flagship schemes.
4.	<b>Project Executive (SM &amp; IB)</b>	Assist SPM (IB & CB) for implementing the Social Mobilisation & Institution Building activities. Providing technical support for policy formulation and proposal of SM&IB. Mobilization of left out poor into SHGs. Ensure revival of defunct SHGs, grading and registration of SHGs/CBOs. Monitor the formation of VPRC, SAC and model BLF and mapping of Community SHG Trainers. check timely release of funds. Assign and monitor SM & IB activities at District and Block.
5.	<b>Project Executive (Capacity Building)</b>	Assist SPM (IB&CB) to implement the Capacity Building. Providing technical support for policy formulation and proposal of Capacity Building. Prepare Training Need assessment, Training Calendar, Community Operation Manual training and other Training manuals. Monitor the trainings at districts and blocks. Assist in technical support to State & District Resource Cell for Capacity Building. Evaluation of training institutions. Identify and build the capacity of Community Professionals (CPs) & Master Trainers.
6.	<b>Project Executive (Communication)</b>	Assist Additional CEO (Capacity Building) for implementation of Communication strategy at State, District & Block level. Monitor Communication Need Assessment. Plan & conduct annual workshops at all levels. Develop & monitor parameters for communication programme. Identify the needs of CBOs and provide them various audio/Visual aids. Ensure timely dissemination of IEC materials up to Community Based Organisations level. Release of any press bullet. Prepare quality MUTRAM. Organise all functions conducted in State & Dt.
7.	<b>Young Professionals (SM &amp; IB)</b>	Assist SPM (SM & IB) & Project Executive (SM&IB) in the areas of planning and implementation relating to SM & IB. Check the Formation of Special Groups with Tribal, Differently abled, Vulnerable, etc. Monitor the revival of defunct SHGs and SHGs and Strengthening of existing SHGs. Ensure the Grading of SHGs/CBOs, Auditing of SHGs and CBOs, function of Model BLF. Provide timely technical support for Strengthening of Federations. Monitor the release of funds. Compilation of all timely framed periodically reports.

## II - Livelihood Promotion

8.	<b>Additional Chief Executive Officer (Livelihood Promotion)</b>	Livelihood Promotion component is headed by Addl. CEO(LP) who is directly responsible for implementation of Project Interventions at State, District & Block level. Assist CEO in policy formulation, design, plan and monitor programmes for Livelihood promotion (Farm & Nonfarm) and Marketing. Formulate financial instruments for Livelihood promotion and market linkages. Organize Exhibition / Mela at various levels for product promotion and marketing of SHGs Products. Monitor the execution of State Supply Marketing Society & District Supply Marketing Society. Promotion of Economic Activity Clusters, Common Livelihood Groups. Implementation of One Village One Product Programme and Sustainable Development Goals. Newly implementing Government of India / State schemes and flagship schemes.
9.	<b>Project Manager (Farm)</b>	Assist Additional CEO (LP) for implementation of Livelihood farm activities at State, Dt & Block level. Plan, Monitor, achievement of targets related to farm interventions in the project. Facilitate in establishment of Producer Groups, Integrated Farming Clusters, Seed Certification Unit, Nutrigarden, Farmer Producer Organizations and other farm activities. Facilitate higher order training for officials, community cadre and CBOs at State, Dt and Block level. Conduct evaluation study and document case studies of Farm Livelihood activities through field inspections.
10.	<b>Project Manager (Non-Farm)</b>	Assist Additional CEO (LP) for implementation of Livelihood nonfarm activities at State, District & Block level. Explore and link up the opportunities for forward and backward linkages on non-farm based livelihood promotion activities. Develop guidelines for participatory village livelihood plan. Study of potential livelihood opportunities for starting higher level Economic Activity Federations for agri and live-stock based activities. Promotion of Economic Activity Clusters, Common Livelihood Group in nonfarm sector. Explore and establish partnership for export promotion. Conceptualization of a project under MKSP in a specific area / blocks / district. Plan, Monitor, achievement of targets related to nonfarm intervention in the project. Develop comprehensive business plan for nonfarm based livelihood enhancement through establishment of value chain, market linkages, producer companies. Develop producer's collectives.
11.	<b>Project Executive (Marketing)</b>	Assist Additional CEO (LP) for implementation of marketing activities at State, District & Block level. Plan, Monitor, achievement of targets related to marketing intervention in the project. Facilitate individual livelihood activities, mobilization of producers of similar activities at appropriate level. Identify Potential Economic / Cluster Activities. Prepare Model Business Plan. Organize College Bazaar and Internship, Exhibition / Mela at various levels for product promotion and marketing of SHGs Products. Arrange for business development tours, exposure visits. Implement activities related to Branding of MATHI products. Coordinate the functioning of State Supply and Marketing Society (SSMS) and District Supply and Marketing Society (DSMS).
12.	<b>Consultant (Livelihood)</b>	Assist Additional CEO (LP) for implementation of Livelihood activities. Design, Plan, and ensure execution of programmes towards Livelihood promotion. Explore and promote new initiatives in co-ordination with other institutions and departments for the Livelihood promotion. Improve Marketing policy and strategy for enhancing and supplementing livelihood initiatives. Formulation of state specific guidelines, instructions and enabling platform for execution. Facilitate training of all the cadres working for the Livelihood Component. Convergence of line department schemes for TNCDW. Provide Technical assistance for the project. Explore the new component to implement in the livelihood activities. create innovative ideas to implement the livelihood activities.
13.	<b>Consultant (MIS)</b>	Create databases for Livelihood portals. Updation of MIS portals. Design Livelihood Projects –Project inception, Institution Building Capacity Building, Establishment of Community infrastructures. Documentation. Evaluation & monitoring (MIS part of the website). Co-ordination with Computer professionals at DMMU & BMMU. Develop software in tune with the requirements of website of MoRD, GoI.
14.	<b>Young Professional (Livelihood)</b>	Assist Project Manager (LH) for implementation of Livelihood farm & nonfarm activities at State, Dist. & Block level. Prepare plan and strategy for implementation of livelihood components at DMMU & BMMU. Support and develop comprehensive business plan for livelihood enhancement through establishment of value chain, market linkages, producer companies, etc. Develop demonstrative project at district levels. Promotion of livelihood opportunities to the target poor. Undertake periodic field visits and work closely with DMMU and BMMU to monitor progress of livelihood promotion activities. Prepare necessary livelihood reports.
<b>Partnership &amp; Convergence</b>		
15.	<b>Additional Chief Executive Officer (P &amp; C)</b>	Partnership & Convergence component is headed by Addl. CEO (PC) who is directly responsible for implementation of Project Interventions. Implement all activities of Partnership & Convergence, MIS and Monitoring & Evaluation at State, District & Block level. Assist CEO in policy formulation, design,

		plan and monitor programmes for Partnership & Convergence programmes, MIS and Monitoring & Evaluation. Implement Food, Nutrition, Health and wash, Social inclusion & Social Development, Mental well-being, Persons with Disability, Bonded Labour, Gender Intervention, Elimination of violence against women, PRI CBO (Convergence). Convergence with other Departments for NCD programmes, Makkalai Thedi Maruthavum, Breakfast scheme. Promote convergence with other departments to improve access to entitlements for the target community. Monitoring and evaluation of Mission activities. Monitoring the compilation of all the reports from all thematic areas for sending to Govt. Newly implementing all Government of India / State schemes and flagship schemes.
16.	<b>Project Executive (P&amp;C)</b>	Assist Additional CEO (PC) for implementation of Partnership & Convergence activities at State, Dist. & Block level. Plan, Monitor, achievement of targets related to Partnership & Convergence intervention in the project. Implement Food, Nutrition, Health and wash, Social inclusion & Social Development, Mental well- being, Persons with Disability, Bonded Labour, Gender Intervention, Elimination of violence against women, PRI-CBO (Convergence). Convergence with other Departments for NCD programmes, Makkalai Thedi Maruthavum, Breakfast scheme. Convergence with various Government departments for accessing welfare schemes. Facilitate in obtaining of various benefit / entitlements under Govt schemes for the target of poor.
17.	<b>Consultant (Convergence)</b>	Implement Food, Nutrition, Health and wash, Social inclusion & Social Development, Mental well-being, Persons with Disability, Bonded Labour, Gender Intervention, Elimination of violence against women, PRI CBO (Convergence). Ensure the formation and monitor the functioning of Convergence committees at various levels. Convergence with various Government departments for accessing welfare schemes. Arrange, monitor and follow up of auditing of SHGs and CBOs. Implement social accountability tools. Assist and guide DMMU, BMMU to ensure smooth functioning of the convergence programmes.
18.	<b>State Programme Manager (MIS &amp; ME)</b>	Assist Addl. CEO (P&C) for implementation of Management information systems activities and Monitoring & Evaluation at State, District & Block level. Plan, design and monitor the Management information systems and Monitoring & Evaluation interventions in the project. System study, implementation and administering required software application, portals and other online web related activities. Analyse MIS and other data, identifying critical gaps and disseminate information among project stakeholders. Data collection, consolidation, analysis and submitting periodical report. Maintenance of all computer systems and associated peripherals hardware and software. Design, Launch and update website for the projects. Maintain and update all project data & databases. Assist in planning and implementing data flow and data collection mechanisms for Project Implementation.
19.	<b>Project Manager (Management information systems, Monitoring &amp; Evaluation)</b>	Assist SPM (MIS, M&E) for implementation of Management information activities and Monitoring & Evaluation at State, District & Block level. Plan, design, implement and monitor the Management information systems and Monitoring & Evaluation interventions in the project. Preparation of Functional Requirement Specification (FRS) and Software Requirement Specification (SRS). Data collections of primary or secondary data sources and maintain databases. Analyse MIS and other data, identify critical gaps. Arrange for hardware and software requirements at all levels. Train project staff at various levels on Systems, Software and MIS. Design, Launch and update all portals and website for the projects. Collect and update periodical reporting of the Mission activities. Guide and support the Project Staff and CBOs for periodical update of data through Software application/Portals/online tools.
20.	<b>Project Executive (MIS)</b>	Assist PM (MIS, M&E) for implementation of Management information activities at State, District & Block level. Plan, design, implement and monitor the Management information systems interventions in the project. Collect, compile and maintain Mission Data. Design, Launch and update all portals and website for the projects. Provide technical support for establishing web enabled Monitoring. Assist in Planning and implementing data flow and data collection mechanisms for Project Implementation. Guide CBOs and project staff for periodical update of data in web portals.
21.	<b>Project Executive (Monitoring and Evaluation)</b>	Assist PM (MIS, M&E) for Monitoring & Evaluation activities at State, District & Block level. Plan, design, implement and monitor the Monitoring & Evaluation interventions in the project. Design, Launch and update all portals and website for the projects. Collect and update periodical reporting of the Mission activities. Coordinate for Midterm and Periodical evaluation of Mission activities. Assist in Planning and implementing data flow and data collection mechanisms for Project Implementation. Preparation of Monthly/Quarterly progress report. Monitoring of milestones / outcome indicators.
22.	<b>Young Professionals (Website and online reporting)</b>	Collection, Collation and Updating database and Website for TNSRLM. Design, Launch and update all portals and website for the projects. Provide technical support for establishing web enabled Monitoring. Assist in Planning and implementing data flow and data collection mechanisms for Project Implementation. Guide CBOs and project staff for periodical update of data. Coordinate with District team to update and maintenance of their hardware and software. Hosting annual reports, best practices, important events, etc.



23.	<b>Young professional (Monitoring and Evaluation)</b>	Assist Project Manager in Monitoring & Evaluation, MIS activities at State, District & Block level. Prepare Review Booklets, Reports, and Minutes on various meeting, Annual Action Plan, Assembly, Policy Note, Governor's Address & Budget Speech. Update Announcement / Achievement. District wise Performance Ranking report. Performance Review Committee. Legislative Assembly Questions and Assurance Committee.
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### Micro Finance & Financial Inclusion

24.	<b>State Programme Manager (Micro Finance &amp; Financial Inclusion)</b>	Assist CEO in overseeing, guiding and implementing project implementation in the Financial Inclusion area. Plan, design, implement and monitor the Micro Finance & Financial Inclusion interventions in the project. Prepare Annual Micro Credit Plan. SHG Bank linkage programmes. Financial Inclusion of the SHG and the target families. Financing of Federations, Community investment Fund. Networking with Banks, and Financial Institutions. Co-ordinate with SLBC, RBI, NABARD and Corporate Offices of Banks. Promotion and establishment of CBOs as Banking Correspondence. Orientation and Capacity Building of Bankers / Financial Institutions / Bank Mitras and Business Correspondence. Bank / Bankers Awards. E-Book Keeping of Financial activities of CBOs. Compilation of all timely framed periodically reports. Newly implementing Government of India / State schemes and flagship schemes.
25.	<b>Project Executive (Micro Finance &amp; Financial Inclusion)</b>	Assist SPM in overseeing, guiding and implementing project implementation in the Financial Inclusion area. Develop guidelines, modules, training modules and manuals on various financial services and support systems to SHGs and CBOs. Monitor the preparation of Annual Credit Plan, Micro Credit Plan and progress reports for State and Dt. Credit rating of SHGs/CBOs. Promotion and establishment of CBOs as Banking Correspondence. Orientation and Capacity Building of Bankers / Financial Institutions / Bank Mitras and Business Correspondence. Awards to Bank / Bankers at various levels. Develop Guidelines and strategy on insurance to cover health, life, asset risk, etc. Networking with Banks and Financial Institutions and develop cost effective financial tie ups for SHGs. Resolving operational issues relating to credit linkage.
26.	<b>Consultant (Financial Inclusion)</b>	Prepare Micro Credit plan at field level. SHG Bank Linkage target fixing and obtain SLBC for confirmation. Establishment of Specialised institution for delivery of financial assistance to SHGs under dedicated fund of NRLM. Establish Insurance call centre for enrolling SHG member for life insurance. Ensure Community Based Recovery Mechanism in all Rural Bank branches. Implement Cash Credit System in lending to SHGs by Banks. Ensure all the SHGs to get Interest Subvention Ensure marking of NRLM complaint in NRLM portal, Ensure all banks including DCCBs and PACS to upload the SHG loans in NRLM portal to get interest Subvention. Prepare Agenda, for SLBC and conduct of SLBC Sub-Committee on Bank linkage. Conduct Financial Literacy Programme for SHGs for uploading the latest guidelines. Enter MoU with Banks for placing Community Bank Co-ordinators (CBCs) in Bank Branches and improving SHG linkages and establishing a woman bank.
27.	<b>Young Professional (Microfinance and Financial inclusion)</b>	Assist PE in guiding and implementing project implementation in the Financial Inclusion area. Assist in monitoring Financial Inclusion in MIS, NRLM Bank Linkage portal. Analysis of Bank Linkage Data. Preparation of Analytical Report and Presentation. Follow up with District and other units for updating of Data in portal. Block and Branch Mapping. Remapping of NRLM Complaint SHGs. Data uploading by DCCBs – Present status and Follow up. Pending loan Details updating in the Bank Linkage portal. Other portal related work and follow up.

### Administration

28.	<b>General Manager</b>	Assist CEO/MD & ED in Administration & HR related to all Projects under the control of TNCDW. Recruitment of all project staff at all levels. All establishment matters related to all Projects. Overall coordination of Office Administration. Transfer & postings of all Project staff. Disciplinary cases of all Officers & staff of all Projects. Disposal of CM cell petitions and RTI petitions. Addressing UTM petitions. Handling the court cases and legal issues. TNCDW Assets (land & building) maintenance Day-to-day maintenance and management of the corporation activities. Complaint's redressal of the project staff. Designing and implementing the HR Policy including administrative rules. Office maintenance and vehicle maintenance. Other Official administration related duties. Assessment of performance of staff. Procurement of all kinds. Mutram Society.
29.	<b>Project Executive (Administration)</b>	Assist CEO / SPM (O&P) in the area of Human resources, SMMU and DMMU and administering establishment of TNSRLM staff. Plan, design and ensure implementation of all HR policies, HR rule related to engagement, transfers, grievance redress and issues related to HR and disciplinary control. Responsible for staff recruitment / selection, contracting, induction, posting and capacity building. Guide and coordinate hired agency / firm in executing Annual work plan related to human resource management. Coordinate with external HR agencies for providing recruitment or staffing services. Plan and execute performance management system for project staffs. Attend court cases and file written statement on behalf of the project.



**Finance**

30.	<b>State Programme Manager (Operations and Procurement)</b>	Assist CEO/MD & ED in Financial Management, Budget and Accounts related to all Projects such as TNSRLM, NULM, DDUGKY, etc. implemented through TNCDW. Plan, design and ensure implementation of all financial policies, financial rules, systems and procedures. Develop, update and implement overall project policies, guidelines and rules on financial management & procurement management at all levels. Prepare annual procurement plan and annual budget of anticipated receipts and payments for project implementation. Liaise with the State Government and Government of India for timely reimbursement of claims for the Mission. Ensure completion of accounts audit, placement of the said report before the High empowered Committee meeting. Ensure holding of timely meetings, minutes and statutory formalities. Develop and communicate community procurement guidelines Review community procurement at District / Block levels and revise the procurement guidelines based on best practices. Newly implementing Government of India / State schemes. Compilation of all timely framed periodically reports.
31.	<b>Financial Advisor, TNCDW</b>	Assist CEO/MD & ED in Financial Management, Budget, Company affairs, Board related works, Audit and Accounts related to TNCDW and all Societies such as MUTRAM, TNVRC, TNSMS, under the control of TNCDW. Prepare Annual budget for the Project. Ensure smooth flow of Project funds to District units and to BDOs. Salary disbursements and processing of all claims of staff and administrative expenses, Bank reconciliation. Compilation of Financial Progress data of PIUs and consolidation. Ensure Scheme wise maintenance of books of Accounts of State, District and Block units and consolidation of annual accounts of TNCDW. Remittance of Income Tax and filling of Income Tax, forms / returns under Companies Act. Conduct Board meeting, AGM meeting Liaise with auditors for completion of audit, place the audited accounts before the Board meeting, filing of annual returns, holding of meetings, minutes & statutory formalities. Prepare and update overall project policies and rules on Financial Management and internal Audit, Statutory Audit, AG audit and Audit replies. All Financial implication files.
32.	<b>Project Executive (Finance)</b>	Assist SPM & FA in Financial Management, Budget and Accounts related to all Projects such as TNSRLM, NULM, DUGKY, etc. implemented through TNCDW & also TNCDW. Preparation of Financial Management guidelines including Financial Manual. Preparation of Annual budget of anticipated receipts and payments for the Mission. Timely submission of claims to Government of India and the State Government for release of funds as per AAP and follow up. Financial planning and release of funds to DMMU and CBOs and ensure proper utilization of the same. Oversee and guide DMMU teams in Financial Management to ensure effective utilization. Preparation of monthly, quarterly and annual financial reports and timely submission of the required reports to NMMU and State Government on financial matters. Finalisation of Annual Accounts of the Mission. Appointment of Auditors for conduct of internal audit and statutory audit and complete audit of SMMU, DMMU BMMU and CBOs.
33.	<b>Project Executive (Procurement)</b>	Assist SPM in Procurement Management, Budget and Accounts related to all Projects such as TNSRLM, NULM, DDUGKY, etc. implemented through TNCDW. Maintenance of office equipment and the daily operations of SMMU. Manage and maintain transportation logistics and vehicles. Complying with statutory regulations relating to personnel. Assist events and logistics management. Assist hired agency /firm in executing Annual work plan related to procurement and OD interventions with specific reference to training and development. Preparing and implementing annual procurement plan at all levels. Guide district / block level teams to implement Community Procurement. Develop TOR's outsourcing of various services needed by the SMMU.
34.	<b>Young Professional - (Accounts)</b>	Assist PE in Financial Management, Budget and Accounts related to all Projects such as TNSRLM, NULM, DDUGKY, etc. implemented through TNCDW. Preparation of Financial Management guidelines including Financial Manual. Preparation of Annual budget of anticipated receipts and payments for the Mission. Timely submission of claims to Government of India and the State Government for release of funds as per AAP and follow up. Financial planning and release of funds to DMMU and CBOs and ensure proper utilization of the same. Oversee and guide DMMU teams in Financial Management to ensure effective utilization. Preparation of monthly, quarterly and annual financial reports and timely submission of the required reports to NMMU and State Government on financial matters. Finalisation of Annual Accounts of the Mission. Appointment of Auditors for conduct of internal audit and statutory audit and complete audit of SMMU, DMMU BMMU and CBOs
<b>DEENDAYAL UPHADYAYA GRAMEEN KAUSHALYA YOJANA</b>		
35.	<b>Additional Director / Chief Operating Officer</b>	DDUGKY is headed by Addl. CEO(CB) who is directly responsible for implementation of Project Interventions. Assist CEO in execution of DDUGKY programmes. HR & Admin Matters related to the Project, Recruitment & Procurement. CTSA/TSA admin related matters. MoRD /GoI/GoTN related communication and proposals preparation related Capacity building initiative @State and District level.

		Fund proposals to MoRD/GoTN Finance and Accounts related to DDUGKY/ RSETI/ SAGARMALA/UNNATHI. Monitor the financial Progress, fund Management and fund utilization of PIAs in all stages. Monitor all DDUGKY fund releases to SMMU, DMMU, BMMU and fund utilization. RSETI reimbursement. Handling and Monitoring of MPR and PFMS (Financial Approvals). Skill Gap Analysis and Impact Studies. Execution of MoUs with SSC / Industry partners and follow up. Job Mela/ Job fairs initiatives. Alumni meet, CXO Meets and Special Job Melas. Organize Placement Partners and HR meet.
36.	<b>State Programme Manager (Admin, Project Appraisal and Training &amp; Development)</b>	Assist COO in HR & Admin matters related to the project staff in SMMU. Recruitments & Procurement. Central – TSA (CTSA) & State Technical Support Agency (STSA) admin related matters. e-SOP certification, ISO Certification Works. PAC meeting / Official meeting preparation works. MoRD / GoI / GoTN / Communication proposals. State / Districts / ULBs / Officials / Staff Trainings. Capacity Building Initiatives @ State and District level.
37.	<b>State Programme Manager (Acc &amp; Fund Release)</b>	Assist COO in Finance and Accounts related to DDUGKY /RSETI /Sagarmala / UNNATI etc. Fund proposals to MoRD /GoTN. monitor MPR and PFMS (Financial Approvals). Monitor the financial progress of PIAs in all stages. Monitor fund management, Fund release to PIAs in all stages and fund utilization. Monitor all Fund releases to SMMU, DMMU, BMMU and fund utilisation. RSETI reimbursements.
38.	<b>State Programme Manager (Mobilization, IEC &amp; Skill Gap Analysis)</b>	Assist COO in Mobilization, IEC & Skill Gap Analysis. Mobilization of candidates. Skill Gap Analysis & Impact Studies. Mapping of reverse migrants due to COVID 19. Documentation and success stories. Training Programs Nominations, Co-ordination with TSA/NIRD/Others/ Training Manual for CFs CP (Jobs) and other stakeholders. All IEC Activities & Printings. Call Centre, Sagarmala, UNNATI Award Nominations.
39.	<b>State Programme Manager (Monitoring, Post Placement, Tracking &amp; Partnership Engagement)</b>	Assist COO in Monitoring the activities of PIAs, Post placement tracking and Partnership Engagement. Assessment and Placement. MaKaMai- CBO as PIA- Monitor and follow up the activities. Industry partnership. Migration Support Centre. EGSA Districts follow up. Alumni Meet, CXO Meets & Special Job Melas. Special MoUs & Direct Placements. Online job portal related works. Job Melas & Job Fairs. Kaushal Panjee, Kaushal Saathi Execution of MoUs with SSCs/Industry partners and follow up. Organize Placement Partners and HRs meet. New initiatives if any, Convergence. Building of Youth Database.
40.	<b>Assistant Project Officer – I (Administration)</b>	HR & Admin., Recruitments related to the project staff in SMMU. Parliamentary/Assembly Questions/ Announcements / Policy Note, etc. Procurement and vendor related activities. Training Programs Nominations, Co-ordination with TSA / NIRD /Others / Review meetings. Central – TSA, Technical Support Agency. Grievance Redressal. RTI petitions/CM Cell petitions and others PFMS (Physical Approvals). APOs (S&P) at DMMU related matters. e-SOP certification. PAC meeting / Official meeting preparation works. MoRD / GoI / GoTN reports / Communication proposals. Nodal Officer for 36 PIAs (including file dealing)
41.	<b>Assistant Project Officer - II (Finance &amp; MIS)</b>	Finance and Accounts. PFMS (Financial Approvals). Nodal Officer for 36 PIAs (including file dealing). Travel Bill Payments. Financial Progress, Fund Management, Fund release and Fund Utilisation. Certificate of PIAs in all stages. All funds release & Fund Utilisation to DMMUs. MIS related (MPR, ERP, Kaushal Bharat, Kaushal Panjee). RSETIs.
42.	<b>Assistant Project Officer- III (Capacity Building)</b>	Capacity Building Initiatives.Training Manual for BCs, CP (Jobs) and other stake holders. Migration Support Centre. Sagarmala, UNNATI. SURGE News Letter. Mobilization. Standardisation of soft skills. Online Job Portal. ISO certification. IEC Material Printing. Call Centre. Documentation and Success Story. Nodal Officer for 36 PIAs.
43.	<b>Assistant Project Officer- IV (Placement and Assessment)</b>	Placement Tracking. Organize periodical review with PIAs for placement. Kaushal Saathi. Job Mela / Job Fair. Assessments. EGSA Districts follow up. Alumni meet. Execution of MoUs with SSCs/Industry partners and follow up. Organize Placement Partners and HRs meet. New initiatives if any. Nodal Officer for 36 PIAs (including file dealing).
<b>TAMILNADU URBAN LIVELIHOOD MISSION</b>		
44.	<b>Executive Director/ Mission Director</b>	Act as Head of TNULM and is overall incharge for implementation of Project Interventions.
45.	<b>Joint Director-1, TNULM</b>	Assist Mission Director in Administration, Budget and Funds, Social Mobilization and Institutional Building, Capacity Building and Training, Employment through Skill Training and Placement, Management Information System, Monitoring and Evaluation components of TNULM. Prepare Urban Poverty Reduction Strategy/ Livelihood Development Plan. support cities in preparation of City Livelihood Development Plans. coordinate and develop convergence with other Missions and programmes.

46.	<b>Joint Director -2, TNULM</b>	Assist Mission Director in Self-Employment Programme (SEP), Prime Minister–Street Vendors’ Atma Nirbhar Nidhi (PMSVA Nidhi), Support to Urban Street Vendors (SUSV), Shelters for Urban Homeless (SUH). Ensure the reach of scheme guidelines. Orientation of District Team disseminating all the guidelines and instructions. Ensure the receipt of action plans from the Districts. Monitor the implementation District wise.
47.	<b>Thematic Specialist –Social Mobilisation and Institution Development</b>	Support and guide the SM&ID component of DAY-NULM at the Dt / ULB level with respect to community mobilization, SHGs, Federations, Revolving Fund components, etc. Develop work plan for implementation of social mobilization component in the state. Facilitate to prepare the ULB wise Annual Action Plan. Develop the State community Resource Person and providing capacity building to social capitals. Ensure the SHGs, ALF and CLF structures are established. Provide need based Technical Assistance to the City Mission Management Units. Support the resource agencies in capacity building / sensitization of CMMUs. Oversee the development of capacity building modules. Follow up the Mis portal, PAISA portal, RF approval for ULB, Bank & Dt. Follow all bankers for releases of revolving fund to SHG and ALF.
48.	<b>Thematic Specialists – Financial Inclusion and Micro Enterprises</b>	Prepare work plan for Financial Inclusion (FI) and Self Employment Programme (SEP). Ensure the bank linkages for SHGs and its members. Facilitate access to credit for micro enterprises set up by the urban poor. Provide need based Technical Assistance to the City Mission Management Units. Support the resource agencies in capacity building / sensitization of CMMUs. oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required. Arrange for appropriate linkages with relevant agencies/departments and integrate UFI and SEP agenda. Ensure reporting against KRAs. Work closely with other State Mission Managers at the state level.
49.	<b>Thematic Specialists - MIS &amp; ME</b>	Prepare work plan for Management Information systems, Monitoring & Evaluation components of TNULM. Ensure proper implementation of MIS at the state. Undertake field visit to cities /ULBs for real time monitoring of the scheme. Provide need based Technical Assistance to the City Mission Management Units. Support capacity building of CMMUs in implementation of MIS and M&E. Oversee the development of capacity building modules related to MIS etc. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process Documentation, etc. Work closely with other State Mission Managers at the state level for successful monitoring of TNULM. Perform any other related tasks assigned by the State Mission Director.
50.	<b>Thematic Specialist – Skills and Livelihoods</b>	Ensure to adhere to the ESTP guidelines prescribed by TNULM. Prepare work plan for ESTP. Responsible for identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification. Monitor the performance quality of the STPs and other agencies involved. Provide need based Technical Assistance to the City Mission Management Units. Support the resource agencies in capacity building / sensitization of CMMUs. Oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies. Ensure reporting against KRAs.
51.	<b>Young Professional,</b>	Up dation of PAISA portal reports of SHG’s and banks for the release of Revolving Fund Verification of SHG’s data for the release of RF file works related to Area Level Federation formation and other training Verify CLC proposals. Responsible for the reports of Slum Tenements Maintain files related to A&OE Prepare Manuals and Compendium Convergence file related with other line departments like Health, food, Social Welfare etc.
52.	<b>Young Professional, ESTP</b>	Prepare Action plan for EST&P & Livelihoods. Obtain concurrent reports from the Dist related to ESTP and Livelihoods. Enter the report in MIS portal of ESTP. Maintain Key files related to ESTP and Livelihoods. Develop communication letters related to scheme implementation. Prepare agenda and minutes of Project Approval Committee, ESTP.



<b>DISTRICT MISSION MANAGEMENT UNIT (DMMU)</b>	Tamil Nadu State Rural Livelihood Mission has a District Mission Management Unit at District level which implements the Project. The DMMU is headed by the Project Director and holds the responsibility of implementation and monitoring the Project interventions.
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S. No.	Designation	Roles
1.	<b>Project Directors</b>	Implements the components of TNSRLM, NULM & DDUGKY at the District level. Social Mobilization & Institution Building, Capacity Building, Livelihood Promotion, Convergence, Financial Inclusion, Management Information systems, Monitoring, Skill Training – DDUGKY, NULM, Administration and Accounts. Monitor the identification and inclusion of the left out target people into SHGs on Saturation approach and federating them into PLFs. Monitor the functions of SHGs including revival, SHGs formation and SHGs grading. Ensure the timely release of Revolving Fund, Community Investment Fund and Vulnerability Reduction Fund. Inspection of BMMU office, PLF office, VPSC buildings and e-sevai Maiyam. Oversee the SHGs training and other trainings, seminars/ workshop/ recovery camps at Cluster level, Block level and District level. Implement the farm and non farm livelihood activities at the district. Conduct SHGs exhibitions for marketing their products. Implement the Convergence programmes at the District and Block level. Co-ordinate with the Bankers, NABARD and line departments for convergence opportunities. Oversee the disbursement of SHG loans, interest subvention and NPA recovery. Verify the disbursement of RF, CIF and SHG bank linkage with passbook entry. Verify the District level MIS reports and send the progress reports to the SMMU. Inspect all the training centres in the district. Conduct Job mela periodically. Organize Ilaigiar Thiran Thiruvizha as per SOP. Recruitment of Project staff at DMMU and BMMU level. Performance Appraisal of APOs, BMM, BC, COs and Project staff. Monitor annual subscription of Mutram by SHGs. Monitor the timely release of funds for all schemes transferred by SMMU and timely disbursement of salaries to the grass root level. Ensure the finalization of District Accounts. Conduct audit of financial management of DMMU. Implement all the NULM components at the District level. Mobilize from left out urban poor into SHGs for saturation in all Urban Local Bodies. Organise Community Grading for distribution of Revolving Fund to eligible SHGs. Mobilization of urban youth for Employment through Skill Training and Placement. Ensure the effective functioning of City Livelihoods Centres, Area Level Federations and City Level Federations. Monitor the Revolving Fund released to all eligible SHGs in ULBs of the district. Monitor the PMSVA Nidhi progress
2.	<b>Assistant Project Officer (IB &amp; CB)</b>	Formation of New Groups. Ensure all SHGs federated into PLFs. Ensure all PLFs federated into BLFs. Renew PLFs and BLFs regularly. Grading & Auditing of CBOs. Proper utilization of Project Fund to PLFs/SHGs. Grading of Community Cadres. Prepare training needs assessment for CBOs, training calendar. Ensure timely release of payment. Document the best practices on IB/CB activities. Organize workshops, seminars and evaluating the output. Update of entries in e-mathi portal (MIS/ME).
3.	<b>Assistant Project Officer (Livelihood)</b>	Prepare annual action plan to implement livelihood activities. Formation of Producer groups in each newly selected block. Prepare Business plan and release of funds to the Producer group account. Identification of Moringa growers and training to them. Identification of Village panchayats and beneficiaries for establishing 2 vegetable farm units. Commencement of production of bio-inputs. Procurement of Goat, chicks, Azolla seeds, piglets, fingerlings, tools and equipments for Tool bank. Fodder cultivation, Mushroom cultivation, millet cultivation. Formation of SHG entrepreneurs. Food Processing of SHG. Monitor OSF, BBRC, BRC and E-sevai. Establishment of OSF. Implement Convergence activities. Ensure Fund Utilization. Assist Marketing Facilities.
4.	<b>Assistant Project Officer (MIS, M&amp;E, P&amp;C)</b>	<b>MIS:</b> Manage the District level MIS and generate reports for all components. Maintain Grama Panchayat, Block and District level data for all project activities, components & progress. Maintenance of Hardware, Systems, Application Software and Accessories at District, Block and Village level. Monitor the web portal and mobile applications for the timely update of the data. Updation and Management of eNRLM, eMathi, and other project portals and Mobile Apps. Follow-up and provide the technical support to BCs, BMMs to ensure the data updation. <b>Monitoring &amp; Evaluation</b> Monitor of process and progress of all activities at District level. Dissemination of information and instructions. Ensure annual grading and auditing of CBOs. Arrange and conducting meeting of DPCC, DLCC, BLBC & BPCC Coordination at District level for preparation, consolidation and submission of reports. <b>Partnership and Convergence:</b> Implement Social Inclusion and Social Development, PRI-CBO convergence, FNHW, Monitoring & Reporting. Preparation of convergence Annual Plan. Sensitizing all the stakeholders and line department officials. Analyse the potential for convergence at PLF/VPSC and SHG level. Guide CBOs in the formulation of Vulnerability Reduction Plan.

5.	<b>Assistant Project Officer (Microfinance &amp; Financial inclusion)</b>	Implement SHG Bank Linkage. Prepare Micro Credit Plan, Annual Credit Plan. Ensure SHG / PLF rating. Community Bank Coordinators Positioning in banks. Submission of Interest Subvention validated proposal. Ensure 100% coverage under PMSBY and PMJJBY other insurance schemes and Atal Pension Yojana. Monitor the timely submission of loan applications for disbursement. Coordinate with banks and conduct NPA recovery camps. Ensure formation of CBRM in all SHG BLP lending branches. Submission of SHG BLP achievement report. Organize banker's orientation program and banker's award function.
6.	<b>Assistant Project Officer (Skills &amp; Placement)</b>	Implement Mobilization, Training and placement. Capacity Building Organize Job Mela / Youth Skill Festival, Kaushal Panjee Inspection of Training Centres, Monitoring of Training, Placement and Settlement Industry Engagement. Facilitation of e-SOP certification. Dissemination of IEC materials and creating awareness among the public and CBOs. Timely submission of Progress report on mobilization & training, Job mela & youth skill festival.
7.	<b>Assistant Project Officer (Administration and Accounts)</b>	Overall Office Administration at District & Block office. Recruitment of all Project staff at DMMU & BMMU. Transfer & postings of BMMU staff. Timely submission of vacancy position to SMMU at all levels. Procurement of all kinds. Ensure adherence to guidelines of NRLM in all procurement activities. Office maintenance and vehicle maintenance. Handling the court cases and legal issues. Disposal of CM cell, GDP, MMD and other Grievance petitions. Maintenance of updated books of accounts and records at district level. Ensure finalization of annual accounts. Tour diary of DMMU officers. Performance Appraisal of contract officers & staff.
8.	<b>Assistant Project Officer NULM)</b>	Implement all components of TNULM. Formation and Strengthening of SHGs, ALFs, CLFs & CLCs. Disbursement of Revolving Fund and Bank Linkage. Establishment of City Livelihoods Centres (CLCs). Mobilization of eligible youth for provide skill training. Monitor Training. Handholding for Self-Employed youth. Implement Livelihood activities. Ensure to start up individual / groups entrepreneurship. Ensure proper marketing linkages for the individuals and groups enterprises. SEP-I/G Processing and SHG Rating. Form Task Force Committee. Processing of Loan Applications. Monitor Online MIS Up dation. Monitor Tracking Repayments. Ensure Interest Subvention.

<b>BLOCK MISSION MANAGEMENT UNIT (DMMU)</b>	Tamil Nadu State Rural Livelihood Mission has a Block Mission Management Unit at District level which implements the Project. The DMMU is headed by the Project Director and holds the responsibility of implementation and monitoring the Project interventions.
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S. No.	Designation	Roles
1.	<b>Block Mission Manager</b>	Implement all the scheme activities at the Block level. Implement Social Mobilization & Institution Building, Capacity Building, Livelihood Promotion, Convergence, Financial Inclusion, Management Information systems, Monitoring, Skill Training – DDUGKY, Administration and Accounts. Monitor the identification and inclusion of the left out target people into SHGs on Saturation approach and federating them into PLFs. Monitor the functions of SHGs including revival, SHGs formation and SHGs grading. Oversee the SHGs training and other trainings, seminars/ workshop/ recovery camps at Cluster level, Block level. Implement the farm and nonfarm livelihood activities at the Block. Conduct SHGs exhibitions for marketing their products. Implement the Convergence programmes at the Block level. Co-ordinate with the Bankers, NABARD and line departments for convergence opportunities. Oversee the disbursement of SHG loans, interest subvention and NPA recovery. Verify the disbursement of RF, CIF and SHG bank linkage with passbook entry. Verify the MIS reports and send the progress reports to the DMMU. Inspect all the training centres in the district. Conduct Job mela periodically. Monitoring annual subscription of Mutram by SHGs. Monitor the timely release of funds for all schemes and timely disbursement of salaries to the grass root level. Conduct audit of financial management of BMMU.
2.	<b>Block Co-ordinator (Social Mobilisation &amp; Institution Building)</b>	implement Social Mobilisation & Institution Building activities at the block level. Formation of New Groups. Ensure all SHGs federated into PLFs. Ensure all PLFs federated into BLFs. Renew PLFs and BLFs regularly. Grading & Auditing of CBOs. Proper utilization of Project Fund to PLFs/SHGs. Grading of Community Cadres. Prepare training needs assessment for CBOs, training calendar. Ensure timely release of payment. Document the best practices on IB/CB activities. Organize workshops, seminars & evaluating the output. Update of entries in e-mathi portal.

3.	<b>Block Co-ordinator (Livelihood)</b>	implement livelihood activities at the block level. Formation of Producer groups in each newly selected block. Prepare Business plan and release of funds to the Producer group account. Identification of Moringa growers and training to them. Identification of Village panchayats and beneficiaries for establishing 2 vegetable farm units. Commencement of production of bio-inputs. Procurement of Goat, chicks, Azolla seeds, piglets, fingerlings, tools and equipments for Tool bank. Fodder cultivation, Mushroom cultivation, millet cultivation. Formation of SHG entrepreneurs. Food Processing of SHG. Monitoring OSF, BBRC, BRC and E-sevai. Establishment of OSF. Implement Convergence activities. Ensure Fund Utilization. Assist Marketing Facilities.
4.	<b>Block Co-ordinator (MIS, M&amp;E)</b>	<b>MIS:</b> Manage the District level MIS and generate reports for all components. Maintain Grama Panchayat, Block level data for all project activities, components & progress. Maintenance of Hardware, Systems, Application Software and Accessories at Block and Village level. Monitor the web portal and mobile applications for the timely update of the data. Updation and Management of eNRLM, eMathi, and other project portals and Mobile Apps. Follow-up and provide the technical support to BCs to ensure the data updation. <b>Monitoring &amp; Evaluation:</b> Monitor of process and progress of all activities at Block level. Dissemination of information and instructions. Ensure annual grading and auditing of CBOs. Arrange and conducting meeting of DPCC, DLCC, BLBC & BPCC Coordination at Block level for preparation, consolidation and submission of reports.
5.	<b>Block Co-ordinator (Convergence)</b>	Implement Social Inclusion Social Development, PRI-CBO convergence, FNHW, Monitoring& Reporting. Preparation of convergence Annual Plan. Sensitizing all the stakeholders and line department officials. Analyse the potential for convergence at PLF/VPRC & SHG level. Guide CBOs in the formulation of Vulnerability Reduction Plan.
6.	<b>Block Co-ordinator (Financial inclusion)</b>	Implement SHG Bank Linkage. Prepare Micro Credit Plan, Annual Credit Plan. Ensure SHG / PLF rating. Community Bank Coordinators Positioning in banks. Submission of Interest Subvention validated proposal. Ensure 100% coverage under PMSBY and PMJJBY other insurance schemes and Atal Pension Yojana. Monitor the timely submission of loan applications for disbursement. Coordinate with banks and conduct NPA recovery camps. Ensure formation of CBRM in all SHG BLP lending branches. Submission of SHG BLP achievement report. Organize banker's orientation program and banker's award function.
7.	<b>Block Co-ordinator (Skills)</b>	Implement Mobilization, Training & placement. Capacity Building. Organize Job Mela / Youth Skill Festival. Kaushal Panjee. Inspection of Training Centres. Monitoring of Training, Placement and Settlement. Industry Engagement. Facilitation of e-SOP certification. Dissemination of IEC materials & creating awareness among the public and CBOs. Timely submission of Progress report on mobilization & training.
8.	<b>Community Organizer</b>	Implement all components of TNULM. Formation and Strengthening of SHGs, ALFs, CLFs & CLCs. Disbursement of Revolving Fund and Bank Linkage. Establishment of City Livelihoods Centres (CLCs). Mobilization of eligible youth for provide skill training. Monitoring of Training. Handholding for Self-Employed youth. Implement Livelihood activities. Ensure to start up individual / groups entrepreneurship. Ensure proper marketing linkages for the individuals and groups enterprises. SEP-I/G Processing and SHG Rating. Form Task Force Committee. Processing of Loan Applications. Monitor Online MIS Updation. Monitor Tracking Repayments.Ensure Interest Subvention.
<b>Community cadres</b>		
9.	<b>Institution Building &amp; Capacity Building - Community SHG Trainers (CST)</b>	Assist Block Mission Manager and Block Co-ordinator in the implementation of IB &CB related activities. Identification and inclusion of the left out target people i.e Poor, Very poor, Differently Aabled, etc. into the Mission in the form of SHGs and federation of SHGs into PLFs. Revival of defunct SHGs and strengthening of SHGs. Arrange to conduct of Capacity Building training like SHG A&R and Members training, SHG Book keeping training etc. to the assigned Self-Help Groups and other defunct groups. Update the details of SHGs and fund transactions in e-mathi and SHG mobile app. Support the SHGs in maintaining and updating the books of accounts. Participate in the weekly SHG meetings. Identification of eligible SHGs for receiving RF & CIF. Facilitate the PLFs to release the scheme fund to SHGs in time. Monitor the proper utilization of CIF/ VRF. Preparation of Micro Credit Plan by CBCs. Identify SHGs to avail bank credit linkages. Facilitate the SHGs for grading and auditing.
10.	<b>Farm Livelihood – Community Resource Persons</b>	Preparation of action plan on farm livelihood activity of the village panchayat. Identification of beneficiaries for farm livelihood activities. Capacity building to women SHG farmers on various farm livelihood activities. coordinate with the Block Coordinator (LP) for distribution of inputs related to implementation of various farm livelihood components. conduct meeting for community based organization in the village panchayat. Geo Tagging of various farm livelihood components established in the village panchayat.



11.	<b>Non-Farm Livelihood - Community Resource Persons</b>	Implement nonfarm activities at the Block level. Act as a link between Women Farmers and Block Mission Management Unit. Survey of Non-Farm Livelihood activities by SHG in Panchayats through CRP EP. Mobilize the Entrepreneurs and SHG members for triggering exercise to set up enterprise both new and existing enterprises. Identification and listing out the potential Entrepreneurs for up scaling of enterprises. Nano, Micro enterprise mapping. Identification of market potentials through mentor. Mobilize entrepreneurs for trainings. Monitor the Repayment of CEF, Bank loans. Visit the households on rotation basis. Visit the BBRC office regularly on daily basis. Prepare business plan with entrepreneurs.
12.	<b>Partnership &amp; Convergence – Community Resource Persons</b>	Orientation and Awareness Creation. Facilitate CBOs for accessing Government scheme benefits. Identify the Marginalized and Vulnerable. Formation of SHGs for Elderly/Vulnerable/PWD/Transgender etc. Capacity building for SHG members. Facilitate to constitute and train SAC members at village Panchayat level. Coordination and facilitate the RF/CIF/VRF for the special groups. Monitor the Village Poverty Reduction Plan and Gram Panchayat Development Plan. implement VPRP with the support of PRI/LSG. Implement RBL-Rescued bonded labour project, Menstrual Hygiene management, MTM-NCD- Makkalai Thedi Maruthuvam program.
13.	<b>Financial Inclusion – Community Bank Coordinator</b>	Implement Financial inclusion activities at the village level. Report the progress under SHG-BLP. ensure disbursement of loans. Act as Financial Literacy Counsellors and conduct FL camps for SHG. Support the potential entrepreneur among the SHG members for credit assistance. Prepare MCP for all SHGs and PLF. Facilitate for credit rating for SHGs / CBOs. Create awareness on interest Subvention Programme. Facilitate SHG members for enrolment under PMJJBY, PMSBY, PMJAY and CMCHIS, APY enrolment Create awareness on insurance scheme and pension scheme. Support the banks in NPA recovery.
14.	<b>Skill Training – DDUGKY - Community Professional</b>	mobilization of eligible candidates to the camp, job fair and job mela camps. Updation of Youth Skill Register in their own VPRCs. Updation of all eligible youth in Youth Skill Register. Enrollment of eligible youth at Kaushal Panjee App. Mobilize eligible youth for Job Melas and Youth Skill Festival in their VPRCs. Regular follow up with selected candidates for placement. Documentation of Success Stories.
15.	<b>TNULM – Community Resource Persons</b>	Implement the NULM schemes at the field level. Identification and inclusion of the left out targeted urban poor, Vulnerable groups. Formation and strengthening of groups from left out poor, SHGs and federate with ALFs. Facilitate the newly formed SHG members to open a bank account for SHG. Revival of Defunct groups and facilitate to function as per SHG -Panchasutra rules. Formation of Area level federation with existing groups. Facilitate SHG members to avail the other department scheme benefits to members. Facilitate support for utilizing the fund properly. Prepare the monthly saving, internal lending, external lending loan details and repayment details. Co-ordinate to get bank linkage to SHGs, Individuals and Groups. Arrange grading for Eligible SHG to release of Revolving fund. Ensure the proper repayment of the bank loans and loans. Prepare the Micro credit plan for SHGs and consolidate at ULB level. Facilitate the SHGs for Credit rating and auditing and facilitate to avail credit needs of SHGs. Ensure the proper utilization of scheme fund like RF and Interest subvention. Formed SHG details to update into MIS portal. Conduct capacity building training like SHG Members training, SHG Office bearers training, SHG Book keeping training, etc. to SHGs. submit the monthly report on SHGs to ALFs. Consolidate the SHGs monitoring reports and monthly report.