

Citizens' Charter- NRLM

1) What are the goods and services that have to be provided by the National Rural Livelihood Mission (NRLM)?

a) The Government of India established the National Rural Livelihoods Mission (NRLM) in June 2010 to implement a new strategy of poverty alleviation, woven around community based institutions, with the primary objective to reduce poverty by promoting diversified and gainful self-employment and wage employment opportunities for the rural poor households for sustainable increase in incomes.

b) The Mission is mandated to provide a combination of financial resources and technical assistance to states such that they could develop and implement a comprehensive livelihoods approach for alleviation of poverty in their respective areas.

c) The Unit in charge of implementing the NRLM at the national level is mandated to:

- 1) Setting up of policies, norms, systems, partnerships and guidelines for the implementation of NRLM across the country
- 2) Provide timely technical assistance as and when required, to all agencies involved in the implementation of the NRLM, at the national and state level.
- 3) Appraisal of the Annual Action Plans (AAPs) and State Perspective and Implementation Plans (SPIPs) of all states/UTs under NRLM.
- 4) Facilitate release of funds to the implementing agencies on the basis of approved plans
- 5) Collating and dissemination of information on best practices on various components of NRLM like social mobilization, financial inclusion, training pedagogy and modules, livelihoods models etc.
- 6) Provision of services to facilitate networking opportunities amongst various stakeholders concerned in the implementation of the Mission
- 7) Monitoring of physical and financial performance of States in the implementation of NRLM.

2) Who does the NRLM Division work with?

a) The ultimate intended beneficiaries of the NRLM are the rural poor of the country. The Mission views them as important partners who have a strong desire to come out of poverty and have innate capabilities to realize the same.

b) To achieve the intended benefits of the Mission, the immediate and primary beneficiaries of the work undertaken by the NRLM Team are the following:

- State Rural Livelihood Missions (SRLM)
- Non-Governmental Organizations (NGOs), Trusts and Societies working as partners in the implementation of the Mission
- State Governments
- In addition, the NRLM directly interfaces with the various divisions in the Ministry of Rural Development and other Ministries/Organisations like the Planning Commission,

the Ministry of Women and Child, Ministry of Labour, Reserve Bank of India, NABARD etc. by providing them with information, as and when requested by the same.

c) Technical assistance is provided by the NRLM to the above, with the intention that the same will be transferred further on to the poor and their communities.

3) What conditions must NRLM’s beneficiaries have to fulfill to become entitled to the goods and services that are provided by the NRLM?

a) To institutionalize the flow of assistance related to the roll out of the Mission from the NRLM at the national level, to the States implementing the Mission the following pre-requisite conditions have to be met:

- i. State level agencies and the district/sub-district level units are set up
- ii. Professional staff in these units has been trained and placed
- iii. State level poverty reduction strategy has been formulated

b) It is important to mention that the NRLM also pro-actively assists and supports the States in meeting these pre-requisites for a state to transit to NRLM.

4) What is the complaint redressal mechanism adopted by the NMMU- externally and internally?

As per the OM issued by the Monitoring Division, Ministry of Rural Development, Government of India (No. Q-11018/10/2012-NLM) the following is the complaint redressal mechanism that is adhered to by the NRLM:

S.No	Activity	Time Lines	Authority Responsible
1.	Receipt of complaints from Members of Parliament, VIP/Public Representatives and the public on the violation of NRLM Guidelines		
2.	Acknowledgement of the Receipt of the complaint	Within 48 hours of the complaint being received	Concerned Deputy Secretary/Director
3.	Categorization of the complaint into ‘serious/trivial/others’ by the NRLM Division	Within 48 hours of the complaint being received	Concerned Deputy Secretary/Director
4.	Forwarding of complaints falling under ‘serious/others’ category to the concerned State Government.*	Within 48 hours of the complaint being received	Concerned Deputy Secretary/Director
5.	Completion of the enquiry on the complaint forwarded by NRLM, conducted by the Complaint Cell constituted in the State and forwarding	Within 30 days of the complaint being received	Concerned State Rural Department Authority

	it to the NRLM		
6.	Enquiry Report received by the NRLM		Concerned Deputy Secretary/Director
7.	Action initiated by the NRLM on the findings of the enquiry report	Within 15 days of the receipt of enquiry report forwarded by the Complaints Cell	Concerned Deputy Secretary/Director Final action recommended by the Mission Director
8.	If enquiry report is not received by the NRLM Division within 30 days, or if the NRLM is not satisfied with the enquiry report it will depute a National Level Monitor (NLM) to inquire into the complaint and produce its report	Within 30 days of the complaint being received by the NLM	Mission Director
9.	Action initiated by the NRLM on the findings of the report submitted by the NLM	Within 15 days of the receipt of enquiry report forwarded by the NLM	Concerned Deputy Secretary/Director Final action recommended by the Mission Director
*	If a complaint requires immediate action, then the NRLM will depute a NLM to enquire into the complaint and submit a report to the NRLM Division		Mission Director

5) What is the Vision of the National Rural Livelihood Mission?

“To reduce poverty by enabling the poor households to access gainful self-employment and skilled wage employment opportunities resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong and sustainable grassroots institutions of the poor.”

6) Composition of the NRLM and its operational division:

Thematic Unit and other Staff	Key Responsibilities of that Thematic Unit	Key Objectives of that Thematic Unit	Person in charge of the Unit and Contact Details	Accountability of the person rests with
1) Social Mobilization	a) Incubating the Resource Block Strategy ¹ in the implementing States b) Develop training modules for	a) Facilitate the States in the rolling out of the Resource Bloc ² k Strategy	MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in	Mission Director, NRLM

¹ Resource Block Strategy: The NRLM will facilitate State Rural Livelihood Missions (SRLM) to identify a Resource Organization for seeding social mobilization and institution building best practices in pre-identified blocks which will support the SRLM in replication of similar processes in the rest of the State

	<p>implementing agencies to institutionalize learning strategies through Community Resource Persons Strategy, Project Resource Persons Strategy etc</p> <p>c) Provision of training and immersion support services to Resource Blocks in the SRLMs</p> <p>d) Advising States on the various methods of social mobilization of the poor into institutions, suitable to the context of the State</p> <p>e) Designing and advising implementing States on participatory methodologies that can be adopted to assess the state of poverty/vulnerability in the State and thereby identify the target group of the State</p> <p>f) Building the capacities of community para-professionals generated through the Mission by training them on facilitation and mobilization skills</p>		<p>Thematic Expert: Mr. C. Chandrashekhar, Email: chakralacs@gmail.com</p>	
2) Institution Building and Social Development	<p>a) Provide guidance to SRLMs in the design and development of community architecture required to form strong Self Help Groups (SHG) and their Federations</p> <p>b) Provide Technical Assistance in inculcating the best practices on community institution building, observed across the country</p> <p>c) Facilitate the SRLMs in the design and development of training modules and training material to meet the above objective</p>	<p>a) Successful rolling out of Resource Block Strategy</p> <p>b) Creation of model SHGs and their Federations, which will act as immersion and training grounds during the scaling up of the implementation of the NRLM in the concerned State</p>	<p>MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in</p> <p>Thematic Expert: Mr. Kamlesh Prasad, Email: kamlesh_prasad@hotmail.com</p>	<p>Mission Director, NRLM</p>

	d) Provide Technical Assistance to States in the development of their Community Operational Manual (COM) ³			
3) Procurement	a) Familiarization of SRLMs on NRLM specific norms of procurement b) Holding workshops and sessions on procurement policy at the State and National Level c) Providing timely assistance and support to States whilst they design their procurement plans d) Provide continual guidance and advice to States on all procurement related activities, on a case to case basis	a) Ensure the maintenance of highest standards of efficiency and economy in all procurement met out of programme funds b) Ensure that NRLMs procurement guidelines and procedures are adhered to, in all cases of procurement	MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in Thematic Expert: Mr. Felix Anton, Email: felixa@nrmcindia.co.in	Director, Rural Livelihoods
4) MahilaKisanSashaktikaranYojana (MKSP)	a) Coordinate with Project Implementing Agencies (PIA) and SRLMs to rollout the implementation of MKSP* ⁴ b) Design of pilots in specified areas to evaluate potential consequences of livelihood interventions before scaling up c) Carry out appraisals of project proposals submitted by agencies to be considered under MKSP d) Design systems for monitoring and evaluation of MKSP projects	a) Ensure that key information related to scope and nature of livelihood interventions required in the rolling out of livelihood projects are readily available with all partnering organization b) Facilitate mutual sharing of cases of best practices on livelihood interventions amongst partners c) Assist partnering agencies in the design of specific	MoRD: Mr. SudhirShyam sudhir.s@nic.in Thematic Expert: Mr. Alok De, Email: alokkde@gmail.com	Mission Director, NRLM

³ Community Operation Manual: Depicts the process of any intervention under NRLM and answers the question of how it will be implemented in a manner that is accessible to the community members and community staff.

⁴ MKSP: As a component of the NRLM, the programme envisages empowering women in agriculture by making systematic investments to enhance their participation and productivity, as also create and sustain agriculture based livelihoods of rural women.

		livelihood programmes		
5) Knowledge Management	<p>a) Setting up of a support structure at the National level for the comprehensive documentation and dissemination of information</p> <p>b) Ensuring the availability of all documented knowledge develop in the implementation of NRLM at one common portal</p> <p>c) Developing communication and information tools for the different thematic units for continuous dissemination to all stakeholders</p>	<p>a) Documentation of tacit knowledge evolving from the best practices observed in the implementation of the NRLM and its communication to the States</p> <p>b) Creating a Knowledge Bank on the lessons learnt in the implementation of the NRLM, and ensuring its access to all stakeholders</p>	<p>MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in</p> <p>Thematic Expert: Mr. DhruvSengupta, Email: dhruvbbsr@gmail.com</p>	Mission Director, NRLM
6) Skills and Placement/ Special Projects	<p>a) Receipt of proposals submitted by agencies who want to be considered as Project Implementing Agencies for the implementation of skills and placement training programmes</p> <p>b) Appraisal of projects proposed by the agency through an evaluative score card</p> <p>c) Facilitate the mandated process of sanctioning of the project through: Project Screening Committee Project Approval Committee</p> <p>d) Develop systems for redressal of grievances faced by beneficiaries of the interventions</p> <p>e) Develop capacity building strategies to support units implementing skills and placement programmes in</p>	<p>a) Design and development of an overall strategy to fill the gaps in opportunities of employment for the rural youth</p>	<p>MoRD: Mr. SudhirShyam sudhir.s@nic.in</p> <p>Thematic Expert: Mr. Ashutosh Raina Email: guzarwan@gmail.com</p>	Mission Director, NRLM

	<p>the States</p> <p>f) Communication of best practices evolved in the thematic unit, to implementing States</p> <p>g) Inter-Ministerial coordination on various skills and placement programmes being designed by different Departments</p> <p>h) Development of various tools of implementation like a revised appraisal procedure, MIS and modern tools of monitoring for the efficient and transparent rolling out of skills and placement programmes</p>			
7) Rural Self Employment Training Institutes (RSETI)*	<p>a) To assist the National Academy of RUDSETI in its efforts, to ensure that the objectives of RSETI are met</p> <p>b) Hold State sensitization workshops to familiarize the State Authorities with the objectives of RSETI</p> <p>c) Prepare an Operational Manual to guide the administration of RSETI implementation across the country</p> <p>d) Facilitate the setting up of an end-to-end integrated MIS to monitor the results being achieved by the RSETIs</p> <p>e) Develop grading tools to be able to competitively evaluate different RSETIs according to their performance</p> <p>f) Suggest District Authorities, on how the impact of RSETIs can be strengthened</p>	a) To ensure that a RSETI is established in every District of the country and train 750 BPL youth every year.	<p>MoRD: Ms. RenukaKumar kumar_ss_hiv@hotmail.com</p> <p>Thematic Expert: MrPranay Bhargava pranay.bhargava@oryza.in</p>	Mission Director, NRLM
8) Human Resource	a) Sensitization of the core staff of the SRLM in	a) Design and define structural	MoRD: Ms. Nita	Mission Director,

Development	<p>the principles of NRLM, through organizing workshops, meetings, exposure of best practices, direct interface opportunities etc</p> <p>b) Identification of the State core team and providing clarity on its key initial roles and responsibilities to facilitate the starting of the Mission</p> <p>c) Assist SRLMs in partnering with HR Agencies for developing a call down list of potential employees</p> <p>d) Assist the SRLMs to design and conduct staff induction programmes to orient them with the vision and the non-negotiables of the NRLM</p> <p>e) Develop pro-active review mechanisms for the efficient functioning of SRLMs</p> <p>f) Propagate and promote best practices and innovative strategies with respect to HRD issues to the SRLMs</p> <p>g) Provide continuous support to SRLMs in resolving disputes arising in the domain of HRD</p> <p>h) Provide continuous guidance on aspects of the HR policy that need to be updated based on the demand and the context of the State</p>	<p>arrangement for the rolling out of the NRLM</p> <p>b) Provide assistance to States on setting up of the Society and parallel structural arrangement; placement of HR operations; adoption of appropriate HR policies suitable in context to prevailing conditions in the concerned State and capacity building of the staff</p> <p>c) Devise an overall strategy to ensure standardization of HR functions across SRLMs</p>	<p>Kejrewal n.kejrewal@nic.in</p> <p>Thematic Expert: Mr. Hitendra Singh Email: hitendrasngh@gmail.com</p>	NRLM
9) Financial Management	<p>a) Preparation of annual work plans of the NRLM and the SRLMs along with its financial memoranda and plan the corresponding timely release of funds</p> <p>b) Provide a call down list</p>	<p>a) Timely release of funds to implementing agencies</p> <p>b) Accounting of Statements of Expenditure at the National level</p>	<p>MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in</p> <p>Thematic Expert:</p>	Mission Director, NRLM

	<p>of empaneled Chartered Accountants for the SRLMs</p> <p>c) Compilation of summary reports of all SRLM and NRLM Audit Reports and submit it to the authorities concerned-</p> <p>d) Steer follow up action on observations of the audit reports</p>	<p>c) Compilation of periodic financial reports sent by the State and National Unit</p> <p>d) Monitoring of the expenditure incurred by the NRLM and the SRLMs</p> <p>e) Providing periodic financial reports to the World Bank and the CAAA, GoI</p> <p>f) Facilitation and collection of Audit Reports of SRLMs</p>	<p>Mr S. D Sharma</p> <p>Email: somdutt@nic.in</p>	
10) Programme Management and Coordination Unit	<p>a) Respond to Parliamentary Queries</p> <p>b) Provide facilitation to preparation towards Parliamentary Standing Committees</p> <p>c) Responsible for release of Central funds to States</p> <p>d) Collation of Monthly Progress Reports from State DRDAs on performance of the SGSY</p> <p>e) Supply of material for nodal officers' meeting, Performance Review Committees, National Coordination Committee Meeting</p> <p>f) Preparation of Monthly Summary Reports to the Cabinet</p> <p>g) Supply of SGSY specific data within and between various Ministries</p> <p>h) Review performance of State DRDAs in the periodic Performance Review Committees</p>	<p>Provide administrative and policy related support and coordination to the Center and the States for the transition from SGSY to NRLM</p>	<p>Ms. Nita Kejrewal</p> <p>n.kejrewal@nic.in</p>	<p>Director, Rural Livelihoods</p>
11) ICT and MIS	<p>a) Deploy eNRLMSi.e Electronic National Rural Livelihoods Management System (e-NRLMS) using state of the art ICT</p>	<p>It is expected that users of these applications will be located across 28 States, (and 7</p>	<p>MoRD:</p> <p>Ms. Nita Kejrewal</p> <p>n.kejrewal@nic.in</p>	<p>Mission Director, NRLM</p>

	<p>platform for hosting and delivering variety of project services like Management information System (MIS), Financial Management System (FMS), Decision support systems (DSS), etc.</p> <p>b) To deploy critical ICT enabled features at the grassroots level, process driven, community information mechanism for the MIS system along with large scale deployment of front-end (including tablets, mobiles, etc.) devices and applications for ensuring transaction based data capture at the source where it is generated for maximum transparency and accuracy.</p>	<p>Union Territories), 600 districts, 6000 blocks, 2.5 lakh Gram Panchayats, 6 lakh villages in the country. It will require designing and rolling out mission critical applications through a distributed infrastructure (with cloud computing ability),</p>	<p>Thematic Expert: Mr. AshwaniLamba (ICT), Mr P V Unnikrishnan (MIS).</p> <p>Emails: ashwani_lamba@yahoo.com</p> <p>pvunni31@gmail.com</p>	
12) Governance and Accountability	<p>a) Assist in the designing of a Citizens Charter for agencies implementing the NRLM, at the National, State, District and Block Level</p> <p>b) Assist in the preparation of templates for implementing agencies at the National, State, District and Block level to disclose key information pertaining to various aspects of the implementation of the NRLM pro-actively, as per Section 4 of the Right to Information Act, 2005</p> <p>c) Set up a grievance redress mechanism at the National Level to respond to grievances faced by its partners and beneficiaries, in a time bound manner. Similarly,</p>	<p>Establish a framework consisting of procedures, guidelines and methods to be adopted by all agencies vested with the implementation of the NRLM, to ensure its transparent implementation and sustain its continuous accountability to all concerned stakeholders</p>	<p>MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in</p> <p>Ms. Rakshita Swamy Email: rakshitaswamy@gmail.com</p>	<p>Mission Director, NRLM</p>

	<p>assist implementing agencies at the State, District and Block Level to develop their own grievance redress mechanisms</p> <p>d) Develop guidelines for carrying out community-level audits of NRLM and its components</p> <p>e) Provide timely assistance and training to States on minimum mandated requirements of transparency and measures of accountability within the implementation structure</p>			
14) Environmental Management Framework	<p>a) Assist states to develop EMF system in line with centrally developed framework.</p> <p>b) Identify suitable agencies and develop ToRs for them to support states in developing EMF.</p> <p>c) Developing environment management appraisal framework for AAPs and SPIP and conduct the same for all</p> <p>d) Assist in identifying and initiating pilots under green opportunities</p>	<p>a) To introduce and strengthen environmental management by the institutions of the rural poor so as to contribute to the sustainability of the livelihood enhancements undertaken.</p> <p>b) Facilitate compliance with Bank's environmental safeguard policies and with laws/regulations of the Government of India and state Governments</p> <p>c) Facilitate adoption of environment-friendly livelihood activities</p>	<p>MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in</p> <p>Thematic Expert: Ms. VanithaKommummu Email: kommunitha@gmail.com</p>	Mission Director, NRLM
15) Financial Inclusion	<p>a) Policy interventions in conjugation with DFS/RBI/NABARD for the promotion of SHG-Bank linkages , ex-master circular</p> <p>b) Facilitating the</p>	<p>a) Promoting SHG-Bank linkages by policy interventions and capacity building of the state teams and bankers</p>	<p>MoRD: Renuka Kumar Kumar_ss_hiv@hotmail.com</p>	Mission Director , NRLM

	<p>agreements between the state missions and banks to promote SHG-bank linkage</p> <p>c) Capacity Building of the state teams and bankers</p> <p>d) Regular evaluation of the SHG-Bank linkages through co-ordination committee meetings</p> <p>e) Promotion of alternate financial inclusion models</p> <p>f) Facilitating states to develop the SHG-Bank linkage MIS for tracking the trends in the credit support to SHGs</p>	<p>b) Promote alternate banking models for delivering financial products/services to the SHGs and the Federations utilizing the Federation structures.</p>	<p>Thematic Expert: CharuLata Sharma</p> <p>Email: charulatas@gmail.com</p>	
16) Social Inclusion	<p>a) Provide strategic guidance to NRLM in the area of Social Inclusion - identification of strategies for ensuring social inclusion of vulnerable groups and areas</p> <p>b) Provide technical assistance to State Rural Livelihood Missions (SRLM) to develop Social Assessment (SA) and Social Inclusion Plans (SIPs) in line with national SMF</p> <p>c) Developing social appraisal criteria for AAPs and SPIPs submitted by states and conduct the same for all</p> <p>d) Build capacity of state SRLM/SMMU teams in social Inclusion</p> <p>e) Facilitating cross learning of best practice social interventions</p>	<p>a) To support NRLM in promoting socio-economic empowerment of the rural poor, particularly the marginalized and vulnerable social groups including the Scheduled Tribes, the Scheduled Castes, minorities and others</p> <p>b) To ensure Social Management Framework (SMF) is integrated into all interventions supported by NRLM</p> <p>c) To ensure Social Assessments and Social Inclusion Plans are assimilated into all submitted AAPs and SPIPs of states</p>	<p>MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in</p> <p>Thematic Expert: Ms. Smita Jacob jacob.smita@gmail.com</p>	Mission Director, NRLM

		d) To ensure sensitization of staff at all levels on issues of social inclusion and gender		
17) Monitoring and Evaluation	<p>a) Setting up a full-fledged social observatory (M&E) cell at the NMMU of the NRLM.</p> <p>b) Develop key systems and processes for coordination and management of NRLM</p> <p>c) Design, develop and roll out electronic National Rural Livelihoods Management System (e-NRLMS) using state of the art IT platform for hosting and delivering variety of project services like management information system (MIS), decision support systems (DSS), financial management system (FMS) etc.</p> <p>d) Providing technical assistance to SRLM in effective monitoring of the program, feeding to project design based on lesson learned.</p>	<p>a) Track implementation Progress and review of progress made under NRLM.</p> <p>b) Provide meaningful reports on household level impacts</p> <p>c) Integrate different thematic verticals of the NRLM</p>	<p>MoRD: Ms. Nita Kejrewal n.kejrewal@nic.in</p> <p>Thematic Expert: Mr. Anjani Kumar Singh Email: anjanikumarsingh@gmail.com</p>	Mission Director, NRLM

7) What are the various modes through which people can contact the NRLM staff?

The telephone Nos. and email IDs of all the personnel in NRLM Division are uploaded on the NRLM Website (www.aajeevika.in)

8) How is the NRLM situated within the Ministry of Rural Development?

The NRLM is a programme division under the Department of Rural Development, Ministry of Rural Development, Government of India. Within the NRLM, the Unit is divided into the following components:

- a) Rural Livelihood unit
- b) Credit, Marketing, MKSP and Bharat Rural Livelihood Foundation unit
- c) RSETI and Self Employment unit
- d) Special Projects Division

9) What are the key processes that need to be undertaken by the NRLM, and what are the timelines adhered to?

A) Disbursal of funds on the approval of SPIP/AAP:

S.No	Activity	Timeline	Person Responsible
1.	Approval of Record of Proceedings of EC Meeting	Within 5 working days of the EC Meeting	Director (RL)
2.	Concurrence of the Record of Proceedings and approval for release of funds to the State by the Internal Finance Division (IFD), Ministry of Rural Development	Within 5 working days from the date of receipt of proposal from NRLM Division, subject to adherence to GFR Provisions	IFD
3.	Issue of Sanction Orders to the Pay and Accounts Office (P&AO)	Within 3 working days of receiving concurrence of the Record of Proceedings from the IFD	Director (RL)
4.	Release of Funds by P&AO and instructions passed on the Bank to electronically release funds to State Society Bank Account	Within 3 working days from the receipt of Sanction Orders to the PIA, provided Sanction Order including all necessary account details are complete in all respects	Office of CCA (Both DDO and P&AO functionaries)
5.	Examination of proposal submitted by the SRLM for release of IInd Installment	Within 5 working days of the proposal being received by the NRLM Division	Director (RL)
6.	Concurrence of the IFD of the proposal for a IInd Installment	Within 5 working days after receipt of proposal from the NRLM Division to the IFD	IFD

7.	Release of Funds by Pay and Accounts Office and instructions passed on the Bank to electronically release funds to State Society Bank Account	Within 3 working days from the date of receipt of the Sanction Order	Office of CCA (Both DDO and P&AO functionaries)
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B) Appraisal and approval of Project Proposals under SGSY Special Projects:

1st April - 30th April and 1st August- 31st August will be the two window periods during which all proposals to be considered under SGSY Special Projects must be submitted.

Please note: Multistate projects would now no longer be considered in the Ministry. If a PIA has a proposal for implementing the project in several states, it should propose them as State specific projects and apply only through the respective State Governments. The State Government must abide by its commitment of financing 25% or 10% of the Project Cost, as the case may be. However, wherever the State Government is not in a position to commit 25% of the total Project Cost, the PIA concerned shall be permitted to contribute towards financing 25% of the total Project Cost.

S.No	Activity	Timeline The following timelines will be adhered to as service standards in the appraisal and sanction of projects under SGSY Special Projects till the online submission of proposals system is in place	Timeline *The following time lines will be adhered to as service standards in the appraisal and sanction of project proposals under SGSY Special Projects subject to the commencement of the online submission of proposals	Person Responsible
1.	Submission of Proposal			
2.	Acknowledgement of Proposal Received	Within 7 working days of the Proposal being received		Under Secretary (SP)
3.	Desk Appraisal of Proposals received	Within 45 working days of acceptance of Proposal	Within 30 working days of acceptance of Proposal	Under Secretary (SP)
4.	Communication sent to the PIAs whose Proposals were rejected at the level of the Desk Appraisal, with reasons in	Within 7 working days of the completion of Desk Appraisal	Within 7 working days of the completion of Desk Appraisal	Under Secretary (SP)

	writing			
5.	Field Appraisal of Proposal received *Only those proposals which qualify the Desk Appraisal will be considered for a Field Appraisal	Within 45 working days of completion of Desk Appraisal of Proposal	Within 30 working days of completion of Desk Appraisal of Proposal	Coordinating Agency
6.	Project Screening Committee (PSC) to appraise the Proposal	Within 30 working days of completion of the Field Appraisal of Proposal	Within 30 working days of completion of the Field Appraisal of Proposal	Convener, PSC
7.	Project Approval Committee *	Within 30 working days of the completion of the Project Screening Committee	Within 30 working days of the completion of the Project Screening Committee	Convener, PAC
8.	Issue of Sanction Letters to Approved Projects	Within 15 working days of the Project Approval Committee Meeting	Within 15 working days of the Project Approval Committee Meeting	Director, SP
9.	Submission of proposals by the MoRD to IFD for release of funds	Within 8 working days of receipt of the letter of acceptance forwarded to the MoRD by the PIA	Within 8 working days of receipt of the letter of acceptance forwarded to the MoRD by the PIA	Director, SP
10	Issue of sanction letter/release order by the MoRD	Within 5 working days of receipt of sanction/approval of proposal by IFD	Within 5 working days of receipt of sanction/approval of proposal by IFD	Director, SP
11.	Release of fund to PIA by Coordinating Agency	Within 7 days of the receipt of MoU signed between the fund routing agency and the PIA	Within 7 days of the receipt of MoU signed between the fund routing agency and the PIA	Concerned Authority in the Coordinating Agency

* Final decision taken at the PAC is subject to the availability of funds.

C) Appraisal and approval of MKSP Project Proposals received:

1st April- 30th April and 1st August- 31st August will be the two window periods during which all proposals to be considered under MKSP must be submitted.

S.No	Activity	Timeline	Person Responsible
1.	Submission of MKSP Proposals		
2.	Acknowledgement of Receipt of Proposal	Within 7 working days of the closing of the window period for submission of projects	Research Officer, MKSP Division, NRLM
3.	Desk Appraisal of Proposals received	Within 45 working days of acknowledgement of the receipt of MKSP Proposal	Consultant, Livelihood Vertical, NRLM
4.	Communication sent to the agencies whose Proposals were rejected at the level of the Desk Appraisal, with reasons in writing	Within 7 working days of the completion of Desk Appraisal	Research Officer, MKSP, NRLM
5.	Field Appraisal of Proposal received *Only those proposals which have cleared/qualified the Desk Appraisal will be considered for a Field Appraisal	Within 45 working days of completion of Desk Appraisal of MKSP Proposal	Consultant, Livelihood Vertical, NRLM
6.	Project Screening Committee (PSC) to appraise the MKSP Proposal	Within 30 working days of completion of the Field Appraisal of MKSP Proposal	Convener, PSC
7.	Project Approval Committee (PAC) to appraise the MKSP Proposal	Within 21 working days of the completion of the Project Screening Committee subject to the availability of the Secretary, Ministry of Rural Development- whichever is earlier.	Convener, PAC
8.	Communication of the decision taken in the PAC to the agency selected	Within 15 working days of the completion of the PAC Meeting	Research Officer, MKSP Division,

			NRLM
9.	Submission of proposals by the MoRD to IFD for release of funds	Within 8 working days of receipt of the letter of acceptance forwarded to the MoRD by the PIA	Deputy Secretary, NRLM
10.	Issue of sanction letter/release order by the MoRD	Within 5 working days of receipt of sanction/approval of proposal by IFD	Deputy Secretary, NRLM
11.	Release of fund to SRLM by NIRD	Within 7 days of the receipt of MoU signed between the fund routing agency and the PIA	Coordinator- MKSP, NIRD

10) What is the strategy of recruitment followed by the NRLM?

a) The NRLM consists of two divisions- A Unit comprising of officials from the Ministry of Rural Development, Government of India primarily involved in assisting the process of transition from the Swarnajayanti Gram Swarozgar Yojana (SGSY) to the NRLM and the National Mission Management Unit (NMMU). The NMMU consists of a team of professional consultants hired from the open market, to provide technical assistance to the States on their particular theme of expertise.

b) The recruitment of the staff of the NMMU, the task of recruiting the consultants is entrusted with a third party management agency. The Ministry has now engaged, NR Management Consultants India Pvt. Ltd. to which certain services related to the implementation of NRLM, will be outsourced strictly following NRLM's own internal procurement procedures. The management agency will position a team of professionals which will support in the rolling out of NRLM in the States.

c) An MoU is signed between the MoRD and the Management Consultancy that outlines its terms of reference with respect to processes to be adopted by it to fulfill its services