ORGANISATION FOR RURAL RECONSTRUCTION & INTEGRATED SOCIAL SERVICE ACTIVITIES (ORRISSA)
Kumutiguda, At./Po./Dist. Malkangiri, Odisha Phone: 06861 - 231124

Ref. OR/MKSP-Agriculture/ 690 /2013 13.03.2013

To

The State Mission Director
Odisha Livelihood Mission
Panchayati Raj Department,
Government of Odisha,
SIRD Campus, Unit VIII, Bhubaneswar, Odisha

Sub: Submission of the Acceptance letter of the project titled " Strengthening Adivasi Farm Women Self-Help Cooperatives to enable them pursue sustainable livelihoods in the Malkangiri and Kandhamal district of Odisha"

Ref: Ministry of Rural Development, Government of India, Letter No : K-11034/81/ 2011/MKSP/PAC dated 8.3.2013.

Dear Sir,

Greetings.

With reference to the aforementioned subject we appreciate that the Government have sanctioned our project. Our organization accepts the terms and conditions laid down in the project sanction letter. As desired we submit herewith the signed copy of Memorandum of Understanding (MoU in the format sent by the Ministry of Rural Development, Govt. of India) for your kind perusal.

We look forward to your sustained support to the process of the project implementation.

Thanking you with regards.

Sincerely yours,

Biswamohan mohanty
Secretary

Enclosed: One original and two copies of the following set of documents
i. Signed copy of the MoU, ii. Signed copy of the Sanction letter,
iii. Signed copy of the Project budget.

Coordination Office:
40/570, Laxmi Vihar, Po. Sainik School, Bhubaneswar-751005
Mailing Address: Post Box No. 51, GPO, Bhubaneswar, Orissa India. Pin. 751001. Tel. 91- 674- 2582 848
E-mail : orrissabbsr@gmail.com, www.orrissa.co.in

उड़ीसा ORISSA

C 336320

Memorandum of Understanding (MoU)

This MoU is entered into at "BHUBANESWAR" on this 19th **day of** March **20**13

(hereinafter called MoU.) between Odisha livelihoods Mission

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..... in the

state represented by Shri D.V. Swamy (State Mission Director) aged about 36 years, hereinafter called the First Party, which term and expression shall mean and include, unless repugnant to the context, its successors, assignees, administrators of the **First Party and "Organisation for Rural Reconstruction & Integrated Social Service Activities (ORRISSA)",** represented by BISWA MOHAN MOHANTY aged about 43 years , which term and expression shall mean and include, unless repugnant to the context, its successors, assignees, administrators of the Second Party. **ORRISSA** is a registered Society, organization having its Head Office at 40/570, Laxmivihar, P.O.- Sainik School, Bhubaneswar- 751005., hereinafter referred to as **"PIA"** (which expression shall unless repugnant to the context or meaning thereof includes its successor and assignees). All the Parties are collectively referred to as "**The Parties**"

Integrated Social Service Activities (ORRISSA) Bhubaneswar 751005

Secretary
ORRISSA

State Mission Director
-cum- CEO, OLM
Government of Odisha

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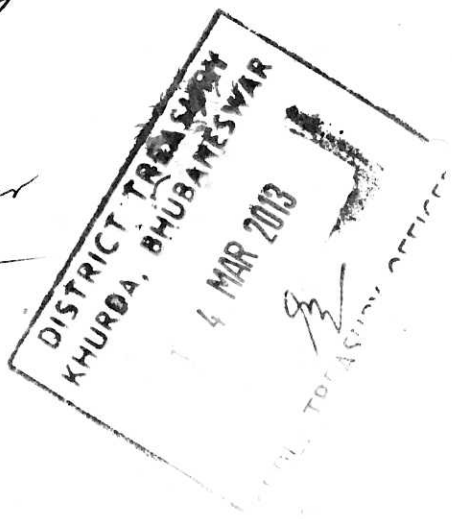
DISTRICT TREASURY
KHURDA, BHUBANESWAR
4 MAR 2013
TREASURY OFFICER



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C 336321

Whereas

1. Ministry of Rural Development, Government of India hereinafter referred to as "**MoRD**" has in terms of its letter **No : K-11034/81/2011/MKSP/PAC dated 8.3.2013** (Annexure- I) agreed to provide financial assistance under Mahila Kissan Shasktikaran Pariyojana (MKSP), a sub component of National Rural Livelihood Mission (NRLM) by way of Grant-in-aid from Central Government to be released in 3 instalments in the ratio of 25:50:25 for implementation of the **Government of Odisha at a cost of Rs. 3.43Cr. which is to be funded by the Central Government to the extent of Rs. 2.572Cr. and contribution of Rs 0.858 Cr. by Government of Odisha. ORRISSA** which has been designated as Programme Implementation Agency subject to the terms and conditions hereunder:

2. **"ORRISSA "**, as a part of its commitment towards Rural Development has agreed to implement **" Strengthening Adivasi Farm Women Self-Help Cooperatives to enable them pursue sustainable livelihoods in the Malkangiri and Kandhamal district of Odisha" at a cost of Rs. 3.43Cr. which is funded by the Central Share and Government of Odisha contribution as shown above.**
3. **The project** period would be 03 years from release of 1st installment of Central share i.e. from _____, 200.. to _____, 20.....
4. The funds for the implementation of the program shall be transferred through the Odisha Livelihoods mission

Bhubaneswar 751005

Secretary ORRISSA

State Mission Director -cum- CEO, OLM Government of Odisha

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DISTRICT TREASURY
KHURDA, BHUBANESWAR
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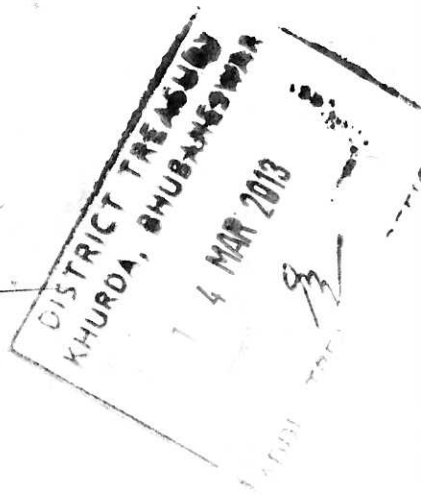

20/3/2013

..... is the fund routing/ coordinating Agency in the state who is authorized hereinafter referred to as First Party.

5. The project shall be known as **"(Strengthening Adivasi Farm Women Self-Help Cooperatives to enable them pursue sustainable livelihoods in the Malkangiri and Kandhamal district of Odisha)".**

ARTICLE – I

OBLIGATIONS OF THE PARTIES

1.1 "ORRISSA", agrees to implement the programme, and shall

a. Ensure the compliance of all the terms & conditions as stipulated in the sanction order of MoRD.

b. Ensure at all times to manage, maintain, plan and carry out the operations in accordance with the sound, technical and financial practices and under the supervision of experienced and competent staff in adequate number, and with active participation of beneficiaries. STM- "ORRISSA" shall furnish details of project implementation structure (Personnel & Systems) to be put in place by "ORRISSA", to fund routing/ coordinating Agency in the state and MoRD within one month of signing of the Agreement.

c PIA has to Identify the beneficiaries under MKSP in accordance with the Guidelines of MKSP and furnish the list to NIRD.

d. PIA has to Furnish to MoRD and fund routing/ coordinating Agency in the state any and all such information and reports including physical & financial progress reports (quarterly statement of A/c) on the use of the Granted funds as well as on the implementation of the Programme, as per the prescribed time schedule, or as and when sought, as mentioned in MoRD sanction letter dated 8.03.2013.

e. PIA of its own accord, promptly, inform MoRD and fund routing/ coordinating Agency in the state of any and all modifications of the Articles of Association and of other regulations applicable to it, within 30 days from such change of any and all changes in its management and of any and all circumstances that are likely to preclude or seriously jeopardize the accomplishment of the purpose of this Agreement.

f. PIA has to submit to fund routing/ coordinating Agency in the state and MoRD physical and financial progress reports on quarterly basis and upon completion of the project but not later than 2 months from the close of the accounting year, its status reports, all financial statements and the pertinent utilization certificates of the funds released.

g. PIA has to enable and allow MoRD and fund routing/ coordinating Agency in the state or the persons authorized by them at any time to inspect any and all books and records pertinent to the grant funds and its utilization as well as any and all audit and accountant's reports of its own department and external auditors and shall furnish to fund routing/ coordinating Agency in the state and MoRD any and all such information as MoRD may require from time to time. PIA has to allow and facilitate inspection of "ORRISSA", **financial** Statements and records and visit of the sites of the programme

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Secretary ORRISSA

State Mission Director -cum- CEO, OLM Government of Odisha

implementation by the persons authorized by MoRD and fund routing/ coordinating Agency in the state at any time, to verify the proper use of financial contribution.

h. PIA has to maintain records in accordance with appropriate and accepted accounting practices reflecting its operation and utilization of grant.

i. Open and maintain a separate bank account of the project for implementing the Programme.

k. "ORRISSA" will maintain separate book of accounts for this project for the purpose of auditing.

l. PIA has to get the expenditure incurred from the grant audited by the External or Statutory Auditors of "ORRISSA" in accordance with the appropriate and consistently applied auditing principles in India. Such Auditors will furnish to MoRD and fund routing/ coordinating Agency in the state at the end of each financial year a certificate to the effect that the accounts have been audited and the grant has been spent on the objects for which it was meant, save as otherwise provided in this agreement. Any unspent balance and accrued interest there from should be carried forward towards the next year's projected budget.

m. PIA has to submit detailed report of the work undertaken and completed under the project to MoRD and fund routing/ coordinating Agency in the state on quarterly intervals.

n. PIA has to furnish to MoRD and fund routing/ coordinating Agency in the state such other information as they may require from time to time.

o. PIA has to exhibit and account for the interest earned and accrued and utilize such interest for the project only subject to overall sanctioned project cost, under intimation to the fund routing/ coordinating Agency in the state and MoRD.

p. PIA has to place the details of benefits accrued to the beneficiaries under MKSP on the website of the project and in the format mutually agreed upon by the **"ORRISSA"**, fund routing/ coordinating Agency in the state and MoRD.

q. **"ORRISSA, should submit the physical & financial progress report of the project by 15th of the month succeeding every quarter in the format prescribed by MoRD.**

1.2 Role of the fund routing/ coordinating Agency in the state

a. Shall release fund to the PIA as per the conditions laid down in MoRD letter dated **K-11034/81/2011/MKSP/PAC** The terms and conditions laid down in the said letter of the MoRD should be treated as the part and parcel of the MoU and conditions laid down therein is binding on the PIA.

b. Obtain Quarterly Progress Reports of the Project from the PIAs and submit it to MoRD as per format devised or any such additional information / report required by MoRD.

c. Scrutinize all the financial documents received from PIAs and certify the same before onward submission to MoRD

Organisation for Rural Reconstruction & Integrated Social Service Activities (ORRISSA)
Bhubaneswar
751005

Secretary
ORRISSA

State Mission Director
-cum- CEO, OLM
Government of Odisha

ARTICLE - II
DETAILS OF THE PROGRAMME

2.1 The programme envisages to empower women in agriculture by making systematic investments to enhance their participation and productivity, as also create and sustain agriculture based livelihoods of rural women. By establishing efficient local resource based agriculture, wherein women in agriculture gain more control over the production resources and manage the support systems, the project seeks to enable them to gain better access to the inputs and services provided by the government and other agencies. Once the production capacities of women in agriculture improve, food security ensues for their families and communities. "ORRISSA" will be responsible for implementation of the project in accordance with the project proposal approved by the Project Approval Committee.

2.2 Key Activities of the "ORRISSA"

- The organization and mobilization of women in agriculture into groups (SHGs/ Federations / Women Farmer organizations)
- training / demonstrations, farmer-scientist interactions, exposure visits etc. of women in Agriculture in order to impart them with necessary farming skills and techniques
- Imparting Agriculture related productivity enhancement techniques
- Imparting knowledge relating to sustainable agriculture techniques / practices as indicated in the Guidelines on MKSP
- Ensuring food and nutritional security of the women in agriculture at household and community level
- Improving market access and ensuring remunerative prices to women in agriculture
- Drudgery reduction through effective use of gender-friendly tools and transfer of technologies to women in agriculture
- Awareness generation about rights and entitlements of women
- Advocacy of planting of trees and fodder availability in order to derive maximum benefits out of the agricultural activities under the project.

2.3 FINANCIAL OUTLAY

The total amount for implementing the **project under MKSP is Rs. 3.43 Cr which** is funded by the Central Share i.e. the Ministry of Rural Development, GOI and **Odisha Livelihoods Mission, Panchayati Raj Department, Government of Odisha** Fund will be released in 3 installments in the ratio of 25:50:25 respectively. The cost structure includes the following inputs:

a.	Programme Inception:	Rs. 5,50,000.00
b.	Institution Building:	Rs. 55,90,070.00
c.	Capacity Building:	Rs. 120,13,120.00
d.	Community Investment Support:	Rs. 106,43,000.00
e.	Knowledge Management:	Rs. 16,85,580.00
f.	Monitoring & Evaluation	Rs. 21,04,000.00
g.	Administrative Cost	Rs. 17,14,230.00

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Government of Odisha

"ORRISSA" will open a separate bank account for the funds released under the project and any interest accrued on the amount deposited in bank for this project will be used for project works only subject to the total sanctioned cost not been exceeded. No cost escalation will be permitted for the project. **Any escalation in cost would be borne by the** "ORRISSA". The project implementation period is for three years from the date of release of 1st installment of Central Share i.e. .....

2.4 PROGRAMME MONITORING

2.4.1 MoRD will take the assistance of appropriate Agency to monitor the implementation of the project on a periodic basis for the proper implementation of programme. MoRD will hold regular monitoring & review meetings, to ensure smooth implementation of the programme. The "ORRISSA" **is** to update all the information regarding the project on a website and is to furnish the information online on the progress of the project.

2.4.2 For monitoring and periodic review of the sanctioned project at State level, a Committee at the State level, headed by the Secretary (RD) of the State will be constituted who will be responsible for reviewing and monitoring the Project/s. The State Committee shall have participation from Agriculture and Women and Child Development Departments. The Committee shall undertake quarterly reviews with the PIAs and members of the consortia as the case may be. The State governments may also constitute a State Level Technical Project Support Group to assist the PIAs in the implementation of the Projects.

2.5 CHANGES IN PROGRAMME DESIGN

Any changes in the Programme design shall require MoRD approval. "ORRISSA" **shall** inform MoRD and fund routing/ coordinating Agency in the state thereof the need for such changes immediately, stating the reasons, the planned measures and the consequences of the change. Execution of such measures may commence only on the basis of revised planning, and fund routing/ coordinating Agency in the state upon MoRD's consent. "ORRISSA" shall furnish to MoRD and the fund routing/ coordinating Agency in the state the implementation schedule for the entire project deliverables. The plan of action and the time lines therein, would form an integral part of this agreement.

ARTICLE - III
DISBURSEMENT /SHARE PROCEDURES

3.1 The Payment of the grant amount will be released in the name of ` **Organisation for Rural Reconstruction & Integrated Social Service Activities (ORRISSA)** as per the following schedule:

First Installment – 25% of central share of project cost will be released on submission of detailed plan of expenditure statement by **"ORRISSA" .**

Second Installment – 50% of the Central share on:

i. Utilization of 60% of the first installment and achievement of corresponding physical targets

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ii. Submission of year-wise utilization certificate and other requisite documents prescribed in the sanction order of MoRD and/or in this MoU.
iii. Submission of year-wise audit reports of the funds utilized. Achievement of Corresponding physical target.
iv. Regular reporting of the progress in the prescribed format and against the approved expenditure phasing ;On fulfillment of the conditions laid down in MoRD sanction dated **No : K-11034/81/2011/MKSP/PAC dated 8.3.2013**
v. A certificate from the Implementing/Coordinating agency that the project is being implemented as per the approved project proposal.
Third and final installment of 25% of the funds would be released subject to the following conditions:
1. Utilization of 80% of the available fund and achievement of corresponding physical targets.
2. Submission of year wise audit reports of the funds utilized.
3. Regular reporting of the progress in prescribed format
4. A certificate from the Implementing/Coordinating Agency that the project is being Implemented as per the approved project proposal.

3.1(a) The release of 2nd and 3rd installment shall be subject to the PIA's share, if any, being credited to the project account.

3.2 The fund routing/ coordinating Agency in the state shall disburse the grant to "ORRISSA" a **separate bank account to be** maintained for the project purpose and any interest accrued on the amount deposited in the bank will be used for project works only.
3.3 The fund routing/ coordinating Agency in the state reserves its right to suspend/ stop disbursements in case of:
a. Breach by "ORRISSA" in complying with the terms and conditions of this agreement including the non utilization of amount for the purpose for which it has been granted and / or diverting the amount for any other purpose or project other than the project requirement with compliance to article-II clause-2.3.
b. Extraordinary circumstances arising which in the opinion of the MoRD or the fund routing/ coordinating Agency in the state are likely to preclude or seriously jeopardize the implementation, the operation, or the purpose and the decisions taken by MoRD is final.
3.4 If any of the situations specified in Articles 3.3 (a) or (b) has occurred and has not been rectified / remedied to the satisfaction of MoRd and the fund routing/ coordinating Agency in the state within the period prescribed by MoRD, which shall, however, be at least 30 days, the fund routing/ coordinating Agency in the state may,
a. In the case specified in Articles 3.3 (a) demand the immediate repayment of all disbursed amount to the extent of non fulfillment/achievement in complying with terms and conditions of this MoU which may depend on facts and circumstances as the case may be;
b. In the case specified in Article 3.3 (b) demand the immediate repayment of such amounts as "ORRISSA" is unable to prove to have been used for the stipulated purpose.
C. In the event "ORRISSA" does not fulfill the targets stated in the approved proposal after receipt of funds from fund routing/ coordinating Agency in the state, "ORRISSA"

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ORRISSA

State Mission Director
-cum- CEO, OLM
Government of Odisha

shall refund the grant-in-aid received from the fund routing/ coordinating Agency in the state along with interest at the prescribed rate proportionate to the extent targets have not been fulfilled. The first party shall recover the same as per law.

d. fund routing/ coordinating Agency in the state shall remit all such amount so recovered to MoRD within 30 days of the receipt of the fund.

ARTICLE – IV

PROGRAMME IMPLEMENTATION

4.1 "ORRISSA" shall be the Programme implementing Agency. The implementation of the MKSP shall be done by "ORRISSA" as per the agreed terms and conditions by them.

4.2 The time table, cost and financing schedule required for the proper technical and implementation of the programme shall be prepared by "ORRISSA" and submit to MoRD and the fund routing/ coordinating Agency in the state. Such schedule is to show, the deadlines and amounts, the intended chronological interrelation of the individual programme measures and the resulting financial requirements.

4.3 If any modifications are found necessary, MoRD shall be consulted, upon whose approval those measures are implemented.

4.4 There would be a Project Steering Committee (PSC) for reviewing the progress made and to strengthen the programme. The composition of the committee would be as under:

Joint Secretary (SGSY), D/o Rural Development	Chairman
Joint Secretary (Extension) / RKVY, DAC or his/her nominee not below the rank of DS/ Director	Member
Director/Dy. Adviser (RD), Planning Commission	Member
Director/Deputy Secretary (IFD), D/o Rural Development	Member
Representatives from the Appraising Agencies Special Invitee/Expert (Two)	Member
Representative from the MW&CD	Member
Director/Deputy Secretary/Joint Director dealing	**Member-Convener with the Subject**

4.5 The PSC will meet twice a year or as required by the project to review the progress in implementation. The Member Secretary will forward the minutes of these meeting to fund routing/ coordinating Agency in the state, implementing agency "ORRISSA" and other members of the committee.

4.6 "ORRISSA" shall document the project progress /implementation using suitable audio, visual, print aids giving the status of the beneficiaries before and after the project. It would maintain record of interventions initiated and the project achievements.

4.7 "ORRISSA" shall submit quarterly reports to MoRD and the fund routing/ coordinating Agency in the state regarding physical and financial progress under the project by the 15th of the next month.

Organisation for Rural Reconstruction & Integrated Social Service Activities (ORRISSA) Bhubaneswar 751005

Secretary ORRISSA

State Mission Director
-cum- CEO, OLM
Government of Odisha

4.8 "ORRISSA" on utilization of specific funds and achievement of physical target shall send fund requisition letter to the fund routing/ coordinating Agency in the state with the requisite documents as mentioned below for onward submission by the fund routing/ coordinating Agency in the state to MoRD after due verification /certification by fund routing/ coordinating Agency in the state.

a. Financial year wise fund utilization certificates in the format prescribed under GFR 19-A.

b. Financial year wise audit report consisting of balance sheet, income – expenditure statement and payment & Receipt statement

c. Physical performance report in the format prescribed herein

d. Any other formats that may be prescribed under sanction order issued by MoRD or in the MoU

ARTICLE - V
EFFECT OF INVALID CLAUSES AND AMENDMENTS

5.1 If any of the provision of this Agreement is invalid, all other provisions shall remain unaffected thereby. Any gap resulting there from shall be filled by a provision consistent with the purpose of this Agreement and settled by mutual consultation.

5.2 Any of the provisions of this agreement may be amended or modified at any time by mutual consent through exchange of letters, and all such amendments shall be part and parcel of this agreement

5.3 The legal relations established by this Agreement between the fund routing/ coordinating Agency in the state and "ORRISSA" shall terminate with the end of the completion .....date of the project as declared by the MoRD.

ARTICLE -VI
REMOVAL OF DIFFICULTIES

Any matter not covered specifically in this memorandum of understanding may be settled by mutual discussions and agreement in writing thereupon.

ARTICLE- VII
DISPUTE RESOLUTION

a. In case of any disagreement or dispute between the parties attempt shall be made to resolve the dispute through consultations between the parties.

b. The decision regarding breach of any clause under this agreement by the Second Party shall be discussed and arrived at after mutual consent and in case any breach has been committed by the Second Party of any of the terms and conditions of this Agreement/ sanction letter/ guidelines, such decisions taken by the First Party shall be conclusive, final and binding on the Second Party and they shall not question the same in any court, tribunal, etc.

Organisation for Rural Reconstruction & Integrated Social Service Activities (ORRISSA) Bhubaneswar 751005

Secretary
ORRISSA

State Mission Director
-cum-CEO, OLM
Government of Odisha

c. Any disputes arising of this agreement which cannot be amicably settled shall be referred to Arbitration in accordance with the provisions of the Indian Arbitration & Conciliation Act 1996.

d. Any notice required to be given under this agreement shall be served on the party at their respective addresses given below by hand delivery or by registered post

1. Odisha Livelihoods Mission
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2. **Organisation for Rural Reconstruction & Integrated Social Service Activities (ORRISSA), 40/570, Laxmivihar, P.O.- Sainik School, Bhubaneswar- 751005.**

In witness where off the parties hereto have caused this agreement and a triplicate thereof on their respective behalf by their duly authorized officials on the date and place herein above mentioned

Signed, sealed and delivered within the .....
.....
..... fund routing/ coordinating Agency in the state

By the hands of it's duly authorized representative.

State Mission Director
-cum- CEO, OLM
Government of Odisha

In the presence of the following witnesses:

1 Pranaya kumar Parida (DM, Livestock)

2 Gautam Ku. Mohanty - PE, Procurement

Signed, sealed and delivered within Organisation for Rural Reconstruction & Integrated Social Service Activities (ORRISSA),

By the hands of it's duly authorized representative.

Secretary
ORRISSA

Bhubaneswar
751005

In the presence of

1. Premananda Mohapatra

2. Biswanath Nayak

K-11034/81/2011/MKSP/PAC
Government of India
Ministry of Rural Development
Department of Rural Development

6th Floor, Hotel Samrat, New Delhi
Dated: 8th March, 2012

To

Shri. D.V. Swamy
State Mission Director
Odisha Poverty Reduction Mission (OPRM)-TRIPTI
SIRD Campus, Unit-8
Bhubaneswar-751012

Subject: **Project proposals under Mahila Kisan Sashaktikaran Pariyojana (MKSP) for Strengtheningadivasi farm women self-help cooperatives to enable them pursue sustainable livelihoods in the Malkanagiri and Kandhamal districts of Odisha by Organization for Rural Reconstruction & Integrated Social Service Activities (ORRISSA)**

Sir,

I am directed to refer to the above mentioned proposal received under Mahila Kisan Sashaktikaran Pariyojana (MKSP) from the state of Odisha vide letter no. 17-NRLM-14-7001-24899/P.R.dated 27/12/11from Sh. S.R. Pradhan, Dy. Director-cum-Dy-Secretary, Panchayatiraj Department, Govt. of Odisha. The Project Approval Committee (PAC) has considered the proposal in its meeting held on 28.02.2013 and approved the project subject to following conditions:-

1. The Project will cover 3000 beneficiaries in proposed area in Odisha. The total cost of the Project is Rs. 3.43 Crore. Ministry of Rural Development (MoRD) funding would be Rs. 2.572 Crore (75% of total project cost) and State will contribute Rs. 0.858 Crore (25% of total project cost).

2. While identifying the target group, priority should be given to poorest of the poor and most vulnerable women such as SC/ST, minorities, landless and the Primitive Tribal Groups.

3. Reallocation of funds not exceeding to 5% of the total project cost among different project activities will be permissible to accommodate any innovation within the project. However, reallocation on account of administrative expenditure shall not be permitted.

4. Purchase of vehicles is not admissible in the project.

5. The administrative expenses for managing the project shall not exceed 5% with the condition that savings if any in the administrative component may be used for furthering the activities of the project but not vice versa.

6. No cost escalation shall be borne by the Ministry of Rural Development, Government of India.

Secretary
ORRISSA

7. After the release of first instalment of Central share by MoRD, matching share should be released by the State government within one month.

8. PIA should submit the Inception report within 15 days of receipt of 1st Instalment of Central share from MoRD, as per the format attached as **Annexure-I**.

9. The DPR should be submitted within 3 months from the date of receipt of 1st instalment of Central share from MoRD, as per the format attached as **Annexure-II**.

10. The Inception Report should contain detailed worked out budget, and detail training schedule as per the budget template/training schedule formats which are attached as **Annexure-III and IV** respectively. Along with the Inception report, the PIA should submit the following documents:- The Technical Protocol (Guidance note is attached as **Annexure-V**), their Poorest of Poor Strategy/models, Drudgery reduction tools proposed (with pictures of specific tools), their Planned MIS framework, Monitoring& Evaluation frameworks and proposed system for Proactive public disclosure of information(Guidance notes/norms attached as **Annexure-VI**).

11. The PIA should submit their MIS reports to MoRD, as and when required.

12. Before the commencement of the project, the PIA should have a dedicated team for the implementation of the project. The details of project implementation team should also be communicated to this Ministry along with Inception report.

13. PIA will conduct a detailed baseline survey within first four months of the release of Ist instalment of Central share. Baseline survey details along with baseline format should also be submitted to this Ministry.

14. At the end of the project period, the ownership and management rights of the infrastructure and assets created if any, under the project, shall remain with the participating women groups/organizations.

15. The completion report of the project should be made available by the PIA to MoRD within three months from the date of project completion along with final utilization certificate and audit reports and funds that remained unspent, if any.

16. Financial audit is to be carried out by the Chartered Accountant of the PIA or any other authority appointed by the State Government. The audit report together with action taken on the auditor's observations and physical progress under the project shall be furnished at the time of release 2nd/3rd instalments of the Central Funds.

17. Audit reports of the project should reflect the total Govt. Grant (Central and State share and interest thereon) and cash contribution if any from other sources with reference to cost estimates and components in the project report. In case of contribution in kind by PIA or other sources, the auditor will provide a separate certificate indicating the valuation of cost components borne by PIA or other sources.

18. The Ministry of Rural Development retains the right to carry out internal audit of funds and financial implications of the project, if deemed necessary.

19. The PIA will furnish a certificate to the effect that the beneficiaries under MKSP have not been assisted /proposed for assistance under any other Government Programme for similar activities.

Secretary
ORRISSA

20. The interest amount accrued on Government releases, if any, shall be adjusted against the Government share of the project cost at the time of release of the third and final instalment. PIA should also exhibit and account for the interest earned and accrued and utilize such interest for the project only subject to overall sanctioned project cost, under intimation to MoRD.

21. The PIA/coordinating agency shall submit the progress report of the project by 15th of the month succeeding every quarter in the format prescribed by the Ministry (format attached as **Annexure-VII**). Failure to furnish the progress report would make PIA/coordinating agency liable to refund the Central Funds released for the project along with interest.

22. For monitoring and periodic review of the sanctioned project, a Committee at the State level, headed by the Secretary (RD) of the State is to be constituted who will be responsible for reviewing and monitoring the Project/s. The State Committee shall have participation from Agriculture and Women and Child Development Departments. The Committee shall undertake quarterly reviews with the PIAs and members of the consortia as the case may be. The State governments may also constitute a State Level Technical Project Support Group to assist the PIAs in the implementation of the Projects.

23. It shall be open to the Ministry of Rural Development to prescribe such conditions, as it deems fit, from time to time to ensure proper execution of the project.

24. A web based monitoring system is to be established and a web site for the project with details regarding beneficiaries, training, income etc will have to be maintained by the PIA.

25. The action plan and time line should be immediately uploaded on the website by the PIA.

26. The training content/modules under the project will be uploaded on the project website.

27. The project may follow the Group Approach for delivery of services and the Community based organizations should be given key role in the management, decision making and handling of finances under the Project.

28. PIA should open and maintain a separate bank account of the project for implementing the Programme.

29. The funds will be released to the Odisha State Rural Livelihoods Mission (Odisha SRLM) i.e. the Coordinating agency in the State only after signing of Memorandum of Understanding (MoU) between the PIA and the Odisha SRLM.

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You are requested to obtain the acceptance/commitment of the funding pattern/conditions given above from Project Implementing Agency i.e. Organization for Rural Reconstruction & Integrated Social Service Activities (ORRISSA) and furnish the same to this Ministry at the earliest. You are also requested to submit the acceptance of funding pattern/ conditions whichever concerns to the State Government or Odisha SRLM to this Ministry.

Yours faithfully,

(Jagdish Kumar)
Research Officer/RL (MKSP)
Tel.-24109866

Enclosure:

1. Inception Report Format- Annexure-I
2. Detailed Project Report Format (DPR)- Annexure-II
3. Budget Template- Annexure-III
4. Training Schedule Format- Annexure-IV
5. Guidance Note on Technical Protocol- Annexure-V
6. Guidance note on Public Disclosure Norms-Annexure-VI
7. Quarterly Physical and Financial Progress formats- Annexure-VII

Copy to:

1. Principal Secretary, Panchayati Raj Department, Govt. of Odisha
2. Chief Functionary, Harsha Trust, Plot No-217/B, Bayababa Matah Lane, Unit-IX Flats, Bhuabneswar-751022, Odisha, India

Secretary
ORRISSA

Strengthening adivasi farm women self help cooperatives to enable them pursue sustainable livelihoods

Particualar	Yr1	Yr2	Yr3	Total
No.of mahila kisan	3000	3000	3000	3000
No.of producer groups	75	75	75	75
No.of villages	47	47	47	47
No. of Panchayat	7	7	7	7
No.of Blocks	2	2	2	2
No.of Districts	2	2	2	2

Financial Outlay

SL	Item Head		Physical Outlay (No.of units planned No. of Unit			Unit cost	1st year	2nd year	3rd year	Total	Central Share (Rs)	State/PIA Share/ Other funding agency (Rs)
		Unit	1st	2nd	3rd		MKSP	MKSP	MKSP			
	Programme Budget									-		
1	**Programme Inception**											
1.1	Mahila Kisan profiling		3000			50	150,000.00			150,000.00	112,500.00	37,500.00
1.2	DPR Preparation					lumpsum	60,000.00			200,000.00	150,000.00	50,000.00
1.3	Technical protocols documentation					lumpsum	100,000.00			100,000.00	75,000.00	25,000.00
1.4	Value-chain Studies					lumpsum	100,000.00			100,000.00	75,000.00	25,000.00
A	**Total of Programme Inception**						**410,000.00**	-	-	**550,000.00**	**412,500.00**	**137,500.00**
2	**Institution Building**										-	-
2.1	**Mobilisation & Promotion of producer groups**		**No.of producer**								-	-
2.1.1	Group level meetings i.e. 250 groups would have monthly	Group	250	250	250	750.00	187,500.00	187,500.00	187,500.00	562,500.00	421,875.00	140,625.00
2.1.2	Producer group level monthly meetings i.e. 75 groups	Group	75	75	75	750.00	56,250.00	56,250.00	56,250.00	168,750.00	126,562.50	42,187.50
2.1.3	Provision for local travel for the group members	Person	250	250	250	750.00	187,500.00	187,500.00	187,500.00	562,500.00	421,875.00	140,625.00
	Sub total						431,250.00	431,250.00	431,250.00	1,293,750.00	**970,312.50**	**323,437.50**
2.2	**Promotion of producer group federation**										-	
2.2.1	Half yearly District level meetings of producers federation i. e. 2 districts	No	4	4	4	20,000.00	80,000.00	80,000.00	80,000.00	240,000.00	180,000.00	60,000.00
2.2.2	Monthly meeting expenses	No of Month	0	24	24	3,000.00	-	72,000.00	72,000.00	144,000.00	108,000.00	36,000.00
2.2.3	Provision for local travel for the Producers federation members for approaching government offices, markets,etc	no of Federation	0	2	2	5,000.00	-	10,000.00	10,000.00	20,000.00	15,000.00	5,000.00
	sub total						80,000.00	162,000.00	162,000.00	404,000.00	**303,000.00**	**101,000.00**
2.3	**Management support to producer cooperative/s**										-	-
2.3.1	Field Coordinator (2 in Malkangiri and 1 in Kandhamal) @12000/- per month with 5% increment @12000	No. of Month	36	36	36	12,000.00	432,000.00	453,600.00	476,280.00	1,361,880.00	1,021,410.00	340,470.00
2.3.2	Field level Accountants @ 9000/- Per month with 5% increment (2 nos)	No. of Month	24	24	24	9,000.00	216,000.00	226,800.00	238,140.00	680,940.00	510,705.00	170,235.00
2.3.3	Accompanier to the Producers Cooperative @ Rs. 5000 per month (1st year 5, Second, 8 and Third year 8 Accompanier)	No. of Month	60	96	96	5,000.00	300,000.00	480,000.00	480,000.00	1,260,000.00	945,000.00	315,000.00
2.3.4	Monthly expenditure (stationary, travel & other recurring expenditures- (1st year 5, Secont, 8 and Third year 8 Coop.)	No. of Month	60	96	96	1,000.00	60,000.00	96,000.00	96,000.00	252,000.00	189,000.00	63,000.00
2.3.5	Resource person support for processing, quality control & marketing strategies	Per Day	45	45	45	2,500.00	112,500.00	112,500.00	112,500.00	337,500.00	253,125.00	84,375.00
	sub total						1,120,500.00	1,368,900.00	1,402,920.00	3,892,320.00	2,919,240.00	973,080.00
B	**Total of Institution Building**						**1,631,750.00**	**1,962,150.00**	**1,996,170.00**	**5,590,070.00**	**4,192,552.50**	**1,397,517.50**
3	**Capacity Building**										-	-
3.1	Thematic training modules development and print (pictorial presentation with art work and oriya text hard bound primer development - Trainers Manual (sustainable agril comprehensive advisory)	No. of Modules	4			60,000.00	240,000.00			240,000.00	180,000.00	60,000.00
	Pretesting of the primer	No	4			10,000.00	40,000.00			40,000.00	30,000.00	10,000.00

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	Printing 100 sets each	Set	4			80,000.00	320,000.00			320,000.00	240,000.00	80,000.00
	Posters 3000	No	4			15,000.00	60,000.00			60,000.00	45,000.00	15,000.00
	Flip charts 100 set	No	4			30,000.00	120,000.00			120,000.00	90,000.00	30,000.00
3.2	Training module development : audio-visual Short films 2 nos	No		1	1	300,000.00	-	300,000.00	300,000.00	600,000.00	450,000.00	150,000.00
3.3	Training equipment & material as per schedule	No								-	-	-
	TV with VCD for the Women Prodcucer Cooperatives	No	4	4		20,000.00	80,000.00	80,000.00	-	160,000.00	120,000.00	40,000.00
	Small digital camera for the Women Prodcucer	No	4	4		7,000.00	28,000.00	28,000.00	-	56,000.00	42,000.00	14,000.00
	White board for the Women Prodcucer Cooperatives	No	4	4		3,000.00	12,000.00	12,000.00	-	24,000.00	18,000.00	6,000.00
	Small public address systems for the Women Prodcucer	No	4	4		3,000.00	12,000.00	12,000.00	-	24,000.00	18,000.00	6,000.00
	Long siting mat for the Women Prodcucer Cooperatives	No	4	4		3,000.00	12,000.00	12,000.00	-	24,000.00	18,000.00	6,000.00
	Solar lanteens for the Women Prodcucer Cooperatives	No	4	4		10,000.00	40,000.00	40,000.00	-	80,000.00	60,000.00	20,000.00
	Cooking utensils for the Women Prodcucer Cooperatives	No	4	4		10,000.00	40,000.00	40,000.00	-	80,000.00	60,000.00	20,000.00
3.4	Training to CRP (60no) on Fundamental approach to Natural Farming (conservation principles with improved low cost techniques enriching soil nutrients, beneficial pests, water conservation and crop combition with NPM on dry land locations) i. Rs. 250 per head per day for food & accomodantion x 15 participants x 3 days = Rs. 11250.00 ii. Rs. 4000 per day for the Resource Person x 3 days x 1 RPs = Rs. 12000.00 iii. Rs. 200 for stationary & local travel per participants x 15 persons = Rs. 3000.00	Batch	8	8	4	25,250.00	202,000.00	202,000.00	101,000.00	505,000.00	378,750.00	126,250.00
	Field level handholding capacity building support to the Producer Groups and Cooperatives by professional	Per Day	45	45	45	2,500.00	112,500.00	112,500.00	112,500.00	337,500.00	253,125.00	84,375.00
	Health (Animal, Crop & Human)									-	-	-
3.5	Training to Para Professionals 20no i. Rs. 250 per head per day for food & accomodantion x 20 participants x 3 days = Rs. 15000.00 ii. Rs. 4000 per day for the Resource Person(travel, lodging/boarding & Resource Person Fee x 3 days x 1 RPs = Rs. 12000.00	Batch	2	2	2	31,000.00	62,000.00	62,000.00	62,000.00	186,000.00	139,500.00	46,500.00
3.6	Training to the Tribal women health and agriculture self-help cooperative leaders on health management under Chahali Health centre	No	25	25		1,000.00	25,000.00	25,000.00	-	50,000.00	37,500.00	12,500.00
	Food & Nutrition Security									-	-	-
3.7	Training to Women Farmer Leaders i.e. Atleast two phases of village based on the field training on Package of Practices of NPM in millet farming, vegetable nursery & mix crop (including the cost of RPs their travel and materials and other incidental costs) 30 participant per batch	No	100	100		3,000.00	300,000.00	300,000.00	-	600,000.00	450,000.00	150,000.00
	Livelihood Institution Building						-	-	-	-	-	-
3.8	Training to Cooperative leaders on livelihoods	No	120	120		1,200.00	144,000.00	144,000.00	-	288,000.00	216,000.00	72,000.00
3.9	Training to the Producers group leaders on formation,	No	150	150		1,200.00	180,000.00	180,000.00	-	360,000.00	270,000.00	90,000.00
3.10	Training to women SHGs at the village level (on record keeping and group activities) 30 participant per batch (two from eachWSHG)	No	500	500		700.00	350,000.00	350,000.00	-	700,000.00	525,000.00	175,000.00
	Value Chain Marketing						-	-	-	-	-	-
3.11	Training to Producer Group leaders on Group production, collection, storage, etc	No	225	225	225	1,000.00	225,000.00	225,000.00	225,000.00	675,000.00	506,250.00	168,750.00
3.12	Training to the Producers Federation leaders on marketing linkage, data management, programme management (planning/monitoring etc)	No	60	60	60	2,250.00	135,000.00	135,000.00	135,000.00	405,000.00	303,750.00	101,250.00
3.13	Training on post production group collection, storage, quality crontrol of agriculture produces, packaging, lebling, etc	No	200	200	100	900.00	180,000.00	180,000.00	90,000.00	450,000.00	337,500.00	112,500.00
3.14	Training to PRI members	Batch	7	7	7	16,000.00	112,000.00	112,000.00	112,000.00	336,000.00	252,000.00	84,000.00

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3.15	Exposure visits of CRPs to immersion sites	No	60	60	60	2,000.00	120,000.00	120,000.00	120,000.00	360,000.00	270,000.00	90,000.00
3.16	Exposure visit of para-professional to immersion sites	No	20	20	20	2,000.00	40,000.00	40,000.00	40,000.00	120,000.00	90,000.00	30,000.00
3.17	Exposure visit of Community to immersion sites (groups)	No	250	250		1,000.00	250,000.00	250,000.00	-	500,000.00	375,000.00	125,000.00
3.18	Service charge to CRP with 5% increment (Excluding the resource fee received by them as trainers)@ Rs. 200 per working days including travel costs x 6 days maximun in a month	No CRP	60	60	60	1,200.00	864,000.00	907,200.00	952,560.00	2,723,760.00	2,042,820.00	680,940.00
3.19	Service charge to para-professionals with 5% increment (Excluding the resource fee received by them as trainers)	No PP	20	20	20	2,100.00	504,000.00	529,200.00	555,660.00	1,588,860.00	1,191,645.00	397,215.00
	Total Capapacity Building						**4,809,500.00**	**4,397,900.00**	**2,805,720.00**	**12,013,120.00**	**9,009,840.00**	**3,003,280.00**
4	**Community Investment Support**										-	-
4.1	**Community Infrastructure**										-	-
4.1.1	Resource Centre for the Producer Cooperatives i.e. 6nos. @ Rs. 800 per sq. ft x 500 sq. ft	No	2	4	2	300,000.00	600,000.00	1,200,000.00	600,000.00	2,400,000.00	1,800,000.00	600,000.00
4.1.2	Sun Drying flatforms for women producer groups	No	20	20	20	15,000.00	300,000.00	300,000.00	300,000.00	900,000.00	675,000.00	225,000.00
4.1.3	Seed processing centre building structure 1600 sq.ft	NO		2		603,000.00		1,206,000.00	-	1,206,000.00	904,500.00	301,500.00
	Sub total						900,000.00	2,706,000.00	900,000.00	4,506,000.00	3,379,500.00	1,126,500.00
4.2	**Inputs to the mahila kisan (grant/~~subsidy/full loan~~)**										-	-
4.2.1	Seed support to the women producer groups in the form of inputs (local variety aromatic paddy, pulses, millet, spices & vegetable seeds)	Group	75	75		2,500.00	187,500.00	187,500.00	-	375,000.00	281,250.00	93,750.00
4.2.2	provision for purchasing materials for green manuring & preparation of non pesticide pest repellant for the producer groups	Group	75	75		1,000.00	75,000.00	75,000.00	-	150,000.00	112,500.00	37,500.00
4.2.3	Drudgery Reduction input for farming (mechanical hand tools like Wider, Sprayer, trench Hoe and other hand tools) to producer groups	Group	75	75		2,500.00	187,500.00	187,500.00	-	375,000.00	281,250.00	93,750.00
	Sub total						450,000.00	450,000.00	-	900,000.00	675,000.00	225,000.00
4.3	**Inputs to producer groups/ federation (grant/~~subsidy/full loan~~)**										-	-
4.3.1	Seed production & processing facility	No		2		861,000.00	-	1,722,000.00	-	1,722,000.00	1,291,500.00	430,500.00
4.3.2	Provision for annual business development plan of the Producers cooperatives	No Group	5	8	8	15,000.00	75,000.00	120,000.00	120,000.00	315,000.00	236,250.00	78,750.00
4.3.3	Drudgery reduction: Improved Oil Extraction machines	No	4	4	4	10,000.00	40,000.00	40,000.00	40,000.00	120,000.00	90,000.00	30,000.00
4.3.4	Sales promotion	No	1	4	2	20,000.00	20,000.00	80,000.00	40,000.00	140,000.00	105,000.00	35,000.00
	Sub total						135,000.00	1,962,000.00	200,000.00	2,297,000.00	1,722,750.00	574,250.00
4.4	Operational/Revolving fund for the producer cooperative	Per Group	5	8	8	140,000.00	700,000.00	1,120,000.00	1,120,000.00	2,940,000.00	2,205,000.00	735,000.00
	Total of Community Investment support						**2,185,000.00**	**6,238,000.00**	**2,220,000.00**	**10,643,000.00**	**7,982,250.00**	**2,660,750.00**
5	**Knowledge Management**										-	-
5.1	Identification of best practices		Lumpsum			100,000.00	100,000.00	100,000.00	100,000.00	300,000.00	225,000.00	75,000.00
5.2	Documentation of best practices		Lumpsum			150,000.00	150,000.00	150,000.00	150,000.00	450,000.00	337,500.00	112,500.00
5.3	Dissemination of best practices		Lumpsum			140,000.00		140,000.00	140,000.00	280,000.00	210,000.00	70,000.00
5.4	Yearly Data management (MIS) i.e. taking base as 75		75	75	75	2,000.00	150,000.00	150,000.00	150,000.00	450,000.00	337,500.00	112,500.00
5.5	Dev and Management of Project Website	LS					100,000.00	30,000.00	29,520.00	159,520.00	119,640.00	39,880.00
5.6	Village and Project Display Board	Per Board	49			940.00	46,060.00			46,060.00	34,545.00	11,515.00
E	Total of Knowledge Management						**546,060.00**	**570,000.00**	**569,520.00**	**1,685,580.00**	**1,264,185.00**	**421,395.00**
6	**Monitoring & Evaluation**										-	-
6.1	Baseline survey	HH	3000			100.00	300,000.00	-	-	300,000.00	225,000.00	75,000.00
6.2	Endline survey	HH	1500			150.00		-	225,000.00	225,000.00	168,750.00	56,250.00
6.3	Monthly/Qurterly/Halfyearly/Annual monitoring of programmes	Month	12	12	12	12,000.00	144,000.00	144,000.00	144,000.00	432,000.00	324,000.00	108,000.00
6.4	Half yearly meeting of District level Project Monitoring committee	No	4	4	4	7,500.00	30,000.00	30,000.00	30,000.00	90,000.00	67,500.00	22,500.00
6.5	Independent evaluation studies(Mid-term & End term)	No		1	1	300,000.00	-	225,000.00	300,000.00	525,000.00	393,750.00	131,250.00
6.6	Gram Sava	2	14	14	14	3,000.00	84,000.00	84,000.00	84,000.00	252,000.00	189,000.00	63,000.00
6.7	Social Audit	No		7	7	20,000.00	-	140,000.00	140,000.00	280,000.00	210,000.00	70,000.00
F	Total of Monitoring & Management						**558,000.00**	**623,000.00**	**923,000.00**	**2,104,000.00**	**1,578,000.00**	**526,000.00**
7	**Administration cost**										-	-

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7.1	Project Coordinator (1) with 5% annual increment	Month	12	12	12	22,000.00	264,000.00	277,200.00	291,060.00	832,260.00	624,195.00	208,065.00
7.2	Hon. To Accountant (1) with 5% annual increment	Month	12	12	12	10,000.00	120,000.00	126,000.00	132,300.00	378,300.00	283,725.00	94,575.00
7.3	Transport, Travel & Coordination with 5% annual increment	Month	12	12	12	6,000.00	72,000.00	75,600.00	79,380.00	226,980.00	170,235.00	56,745.00
7.4	Printing & Stationery	Month	12	12	12	3,400.00	40,800.00	42,840.00	44,982.00	128,622.00	96,466.50	32,155.50
7.5	Telephone, Internet and Postage	Month	12	12	12	2,800.00	33,600.00	35,280.00	34,188.00	103,068.00	77,301.00	25,767.00
7.6	Audit Expenses		LS	LS	LS		15,000.00	15,000.00	15,000.00	45,000.00	33,750.00	11,250.00
	Total of Administration						**545,400.00**	**571,920.00**	**596,910.00**	**1,714,230.00**	**1,285,672.50**	**428,557.50**
	Grant Total						**10,685,710.00**	**14,362,970.00**	**9,111,320.00**	**34,300,000.00**	**25,725,000.00**	**8,575,000.00**

Budget Summary (Agency)	2013-2014	2014-2015	2015-2016	
	MKSP	MKSP	MKSP	Total
Programme Inception	410,000.00	-	-	550,000.00
Institution Building	1,631,750.00	1,962,150.00	1,996,170.00	5,590,070.00
Capacity Building	4,809,500.00	4,397,900.00	2,805,720.00	12,013,120.00
Community Investment Support	2,185,000.00	6,238,000.00	2,220,000.00	10,643,000.00
Knowledge Management	546,060.00	570,000.00	569,520.00	1,685,580.00
Monitoring & Evaluation	558,000.00	623,000.00	923,000.00	2,104,000.00
Administration	545,400.00	571,920.00	596,910.00	1,714,230.00
	10,685,710.00	14,362,970.00	9,111,320.00	34,300,000.00

Total Intervention Cost	34,300,000.00
Distribution of costs across sources	
State Government of Odisha Contribution (25%)	8,575,000.00
Grant Requested from MKSP (:	25,725,000.00

NOTE: OUR BUDGET SHOULD BE WITHIN Rs.3,43,00,000/-

Organisation & Integrated Social Service Activities (ORISSA)
Bhubaneswar
751005

Secretary
ORRISSA