



Rural Development and Panchayat Raj Department

CITIZEN CHARTER 2019



**GOVERNMENT OF TAMIL NADU
2019**



Rural Development & Panchayat Raj Department

CITIZEN CHARTER 2019

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Government of Tamil Nadu

2019



CONTENT

| S.No. | Description | Page No. |
|------------------------|--|----------|
| 1. | Introduction | 1 |
| 2. | Panchayat Raj | 7 |
| STATE SCHEMES | | |
| 3. | Chief Minister's Solar Powered Green House Scheme (CMSPGHS) | 20 |
| 4. | Repairs to Houses constructed 25 years before under various Government Schemes | 25 |
| 5. | Member of Legislative Assembly Constituency Development Scheme (MLACDS) | 27 |
| 6. | Self Sufficiency Scheme | 35 |
| 7. | Tamil Nadu Rural Roads Improvement Scheme (TNRRIS) | 40 |
| 8. | NABARD-RIDF | 42 |
| 9. | Scheme Component of Pooled Assigned Revenue | 44 |
| 10. | Integrated Sanitary Complexes for Women | 45 |
| 11. | Integrated Men Sanitary Complexes | 47 |
| 12. | Clean Village Campaign | 49 |
| 13. | Solid Waste Management System | 51 |
| 14. | Maintenance of School Toilets | 53 |
| 15. | Socio Economic Development Programme in Dharmapuri and Krishnagiri Districts | 56 |
| CENTRAL SCHEMES | | |
| 16. | Mahatma Gandhi National Rural Employment Guarantee Scheme | 58 |
| 17. | Swachh Bharat Mission (Gramin) | 68 |
| 18. | Pradhan Mantri Awaas Yojana (Gramin) | 70 |
| 19. | Member of Parliament Local Area Development Scheme (MPLADS) | 73 |

| S.No. | Description | Page No. |
|-------|---|----------|
| 20. | Pradhan Mantri Gram Sadak Yojana | 75 |
| 21. | Grievance Redressal Mechanism | 76 |
| 22. | Tamilnadu Corporation for Development of Women | 85 |
| 23. | International Fund for Agricultural Development (IFAD) assisted Post Tsunami Sustainable Livelihoods Programme (PTSLP) | 119 |

CITIZEN CHARTER - 2019

1. Introduction

Tamil Nadu is one of the most progressive States in the country with a total population of 7.21 Crore as per 2011 census and out of this 4.05 Crore people live in rural area. As such Rural Development is very critical for the holistic development of the State. Rural development implies both economic betterment of the people as well as greater social transformation and aims at improving rural people's livelihoods in an equitable and sustainable manner, through better access to assets and services, and control over productive capital. The basic objectives of Rural Development Programmes is the alleviation of poverty and unemployment through creation of basic social and economic infrastructures, Rural Housing, provision of training to rural unemployed youth, providing employment to rural poor, Small and Marginal Farmers and Labourers in order to prevent seasonal and permanent migration to urban areas.

The Rural Development and Panchayat Raj Department has four distinct wings namely Rural Development, Panchayat Raj, Livelihood Development and Training wings. The Rural Development and Panchayat Raj wing has a mandate for taking development initiatives in providing basic needs of the rural community such as water supply, street lights, road connectivity, housing, sanitation etc. The Panchayat Raj wing facilitates good local governance through three tiers of Panchayat Raj System at the District, Block and Village Panchayat levels. The Livelihood Development wing operates through the Tamil Nadu Corporation for Development of Women(TNCDW), Tamil Nadu State Rural Livelihood Mission(TNSRLM), Tamil Nadu Rural Transformation Project (TNRTP) and International Fund for Agricultural Development(IFAD) assisted Post Tsunami Sustainable Livelihood Programme. Further, the Commissionerate of Rural Development and Panchayat Raj (Training) wing is in charge of Capacity Building of the employees and elected representatives of Rural Local Bodies on functioning of Panchayat Raj system and all programmes and activities of the Department. Its activities include planning, coordination and monitoring of all capacity building activities through State Institute for Rural Development and Panchayat Raj and five Regional Institute of Rural Development and Panchayat Raj in the State.

The Rural Development and Panchayat Raj Department provides the basic services like protected Drinking water, Street lights, Construction and maintenance of Rural Roads, Rural Housing, Sanitation, etc. to fulfill the requirement for basic amenities and to improve the standard of living of the rural population. In addition to that, works such as construction and maintenance of schools buildings and anganwadis, providing drinking water supply and toilet facilities to schools and anganwadis are also undertaken by the Department. Other buildings like PDS building, Community halls, BPSCs, VPSCs, etc., are also constructed and maintained by the Department.

To improve rural sanitation, women and men sanitary complexes and public latrines are constructed and maintained by this department. Creation of awareness on various aspects of Sanitation like personal hygiene, Solid and Liquid waste management etc., is also done by the Department periodically among the Rural masses with involvement of community. This department also ensures provision of assured employment by providing wage employment to the people based on MGNREG Act 2005. Apart from this, Self employment programmes are being implemented to reduce poverty, to ensure welfare of rural women and improving livelihood and employment opportunities of the rural people.

Three tiers of Panchayat Raj Institutions

After the introduction of 73rd Amendment Act to the Constitution of India in the year 1993, Tamilnadu Panchayat Act was enacted in the year 1994. Based on this, three tier system of Panchayat Raj was introduced with Village Panchayat at the base level, Block Panchayat at the intermediate level and District Panchayat at the upper level. These three tier Rural Local Body Institutions themselves are implementing both Central and State sponsored schemes.

Functions of Rural Development and Panchayat Raj Department

- ❖ The Statutory functions of the Village Panchayats are Provision of protected drinking water supply, provision and maintenance of street lights, roads, drains, undertaking rural sanitation works, etc.. Identification and selection of beneficiaries for the Individual beneficiary schemes are undertaken by Village Panchayats through the approval of Grama Sabha.

- ❖ Intermediate level Panchayat at Block level are equipped with strong administrative and technical units to carry out the infrastructure and other developmental activities in rural areas in coordination with Village Panchayats.
- ❖ The District Panchayats are involved in planning, co-ordination, Convergence of Departments and monitoring progress of various works.
- ❖ In addition to monitoring of above activities the three tiers of panchayat carry out the statutory and discretionary functions mentioned in the Panchayats Act and other duties entrusted by the Government from time to time.

Administrative structure

State level

The administration of the Rural Development and Panchayat Raj department is carried out by The Additional Chief Secretary to Government, Rural Development and Panchayat Raj Department as per the guidance of Hon'ble Minister for Rural Development and Panchayat Raj. The Director of Rural Development and Panchayat Raj coordinates the implementation of State and Central Schemes and oversees all matters pertaining to Panchayat Raj Institutions in the State. The Director of Rural Development and Panchayat Raj is assisted by a dedicated administrative and technical unit at the State level.

The Managing Director, Tamilnadu Corporation for Development of Women is responsible for implementing of schemes related to women empowerment and livelihood development. To implement livelihood schemes and create infrastructure facilities for the people affected by Tsunami living in the coastal districts of Tamilnadu, Post Tsunami Sustainable Livelihood Project is functioning with assistance from International Fund for Agriculture Development (IFAD) under the leadership of Project Director at the State level.

District level

The District Collector is the Inspector of Panchayats for the three tier Panchayat Raj Institutions and the Chairman of District Rural Development Agency (DRDA) for implementing Rural Development Schemes in the district. The District Collector is assisted by Project Director and officers of the District Rural Development Agency in implementing the schemes. Each DRDA in the

District has one technical wing headed by Executive Engineer assisted by Assistant Executive Engineers.

One Assistant Director cadre officer is working as the Secretary in District Panchayat Office. He also acts as an ex-officio Member Secretary of the District Planning Cell. In addition to this, Personal Assistant to Collector (Development), Assistant Director (Panchayats), Assistant Director (Audit) are working at the District level to assist the District Collector in discharging his functions as Inspector of Panchayats and in implementation of various Rural Development Schemes.

Block level

Two Block Development Officers viz., Block Development Officer (Block Panchayat) and Block Development Officer (Village Panchayat) are working in each Block Development Office. The Block Development Officer (Block Panchayat) is the executive authority of the Block Panchayat and is in charge of the General fund of the block and executes certain schemes entrusted to him. The Block Development Officer (Village Panchayat) monitors the functioning of Village Panchayat administration and implementation of various developmental schemes. Both the BDOs are assisted by an exclusive administrative set up consisting of Deputy BDOs, Managers and other staff. In addition, each Block Development Office has a technical wing consisting of Union Engineers / Assistant Engineers, Overseers and Road Inspectors who look after the technical works. The work of above technical officials is supervised by the Assistant Executive Engineers (RD) at Sub-division level.

Village Panchayat Level

The Village Panchayat President is the executive authority of the Village Panchayat. The Village Panchayat President and Village Panchayat Vice-President are empowered to sign the cheques of the Village Panchayat accounts to carry out the expenditure. The Village Panchayat Secretary is assisting the Village Panchayat President in the administration of Village Panchayat. The Village Panchayat President is assisted by Sanitary Workers, Thooimai Kaavalars and OHT operators in maintaining the drinking water supply and sanitation of the rural areas.

2. Panchayat Raj

2. Panchayat Raj

1. Duties of Village Panchayats

Among the three tiers of Panchayats, Village Panchayat is mainly responsible for ensuring essential services and creation of infrastructure and maintenance. Village Panchayats acts as a bridge between people and the Government.

1.1. Statutory Functions of Village Panchayat

Section 110 of Tamil Nadu Panchayats Act, 1994, mandates that it shall be the duty of the Village Panchayat to undertake the following requirements in rural areas: -

- i) Construction, repair and maintenance of all village roads (other than those classified as Highways and Panchayat Union roads), all bridges, culverts and cause-ways.
- ii) Street lights in public places.
- iii) Construction of drains and disposal of drainage.
- iv) Cleaning of streets and improvement of sanitary conditions through solid waste management activities.
- v) Provision of public latrine.
- vi) Provision of Burial and Cremation ground.
- vii) Supply of drinking water.
- viii) Maintenance of Community Assets.
- ix) Other duties that the Government, may by notification impose.

1.2. Discretionary Functions

As per Section 111 of Tamil Nadu Panchayats Act, 1994, Village Panchayats should make provisions for carrying out the following requirements, which are deemed to be the discretionary functions of the Village Panchayats subject to the limits of its resources:

- i) Planting and preservation of trees
- ii) Lighting of public roads and public places

- iii) Opening and maintenance of public markets
- iv) Control of fairs & festivals
- v) Opening and maintenance of cart stand, cattle sheds, public slaughter houses and reading rooms.
- vi) Formation and maintenance of play grounds, etc.

2. Village Panchayat Committees

Every Village Panchayat shall constitute the following Committees, namely –

- (i) Appointment Committee
- (ii) Development Committee
- (iii) Agricultural and Watershed Committee
- (iv) Works Committee
- (v) Education Committee

Appointment Committee

The Appointment Committee may select candidates for appointment to any of the posts sanctioned in the Village Panchayats. The Appointment Committee shall consist of the President of the Village Panchayat and selected members from the Village Panchayat ward members.

Development Committee

- The Chairman of the Development Committee shall be selected from among the women members of the Village Panchayat. It has two other members of the Village Panchayat.
- This committee will be looking after the People Welfare, Health, Drinking water, community assets, conduct campaigns to create awareness among the public on prevention of communicable diseases and to conduct vaccination campaigns.

Agricultural and Watershed Committee

The Chairman of the Agricultural and Watershed Committee shall be selected by the members of the Village Panchayat members. Organize farmers forum in Village Panchayat to promote application of latest technologies,

improved irrigation system in Minor irrigation tanks, Public Works Department Tanks, assist the implementation of programmes relating to agriculture, horticulture, sericulture, floriculture, pisciculture, dairy development, poultry development, drought prone area development, watershed, wasteland development, social forestry, soil conservation and water management.

Works Committee

The Works Committee shall assist the Village Panchayat in preparation of Village Development Plan based on the available local resources and to execute Central and State Sponsored Schemes to ensure quality and timely execution.

Education Committee

The Education Committee shall monitor the functioning of all schools in its area, plan and facilitate the public participation to develop school infrastructure, organize campaign for universal education, non-formal education, maintenance of libraries and promote the literacy and reading habit among public.

3. Grama Sabha

- Grama Sabha is the grassroot level democratic institution in each Village Panchayat.
- A vibrant Grama Sabha is essential for the effective functioning of Village Panchayats by promoting transparency and accountability in administration, enhancing public participation in the planning and implementation of schemes and in the choice of beneficiaries and paving the way for social audit.
- Grama Sabha shall statutorily be conducted in such a way that the intervening period between two Grama Sabhas shall not exceed a period of 6 months.
- The Government have ordered for the conduct of Grama Sabha meetings, for a minimum of four times in a year i.e. on 26th January, 1st May, 15th August and 2nd October.

- Quorum for the Grama Sabha based on the population of Village Panchayats has been prescribed by the Government as below:

Quorum for Grama Sabha

| Sl. No. | Population of Village Panchayat | Quorum |
|---------|---------------------------------|--------|
| 1 | Up to 500 | 50 |
| 2 | 501-3,000 | 100 |
| 3 | 3,001-10,000 | 200 |
| 4 | Above 10,000 | 300 |

Recording of Grama Sabha attendance and proceedings through proper registers and keeping of photographic records have been made mandatory for the conduct of Grama Sabha.

The Grama Sabha performs the following functions:

1. Approves the Village Panchayat Development Plan.
2. Approves the Village Panchayat Budget.
3. Disseminates information about various schemes of Government and also creates awareness on developmental issues.
4. Approves the list of beneficiaries.
5. Reviews the progress of scheme implementation.
6. Approves the Village Panchayat Audit Report.
7. Promotes communal and social harmony.

4. Enhancement of Reservation of Seats and Offices for Women in Rural Local Bodies (50% Reservation)

- The Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994) provided for reservation of one third of total number of the seats and offices for women in Village Panchayats, Panchayat Union Councils and District Panchayats.
- The then Hon'ble Chief Minister of Tamil Nadu in 2016 considered that it was necessary to increase the percentage of reservation for women from one third of the total number of seats and offices to one half (i.e. 50 Percent) so as to empower the women and facilitate the political participation of women in Local Governance.

- Accordingly, the Government have enhanced reservation for women in Local Bodies from one-third to one-half vide amendment of relevant sections of the Tamil Nadu Panchayats Act, 1994 and Tamil Nadu Panchayats (Reservation of seats and Rotation of Reserved seats) Rules, 1995 vide G.O.No.60, Rural Development and Panchayat Raj (PR-1) Department Dated 23.05.2016. The same will come into effect in the ensuing Local Body Elections.

5. Resources

Village Panchayat is the only body, empowered to levy taxes among the three tiers of Panchayat Raj Institutions. The Village Panchayats are entitled to get revenue from tax and non-tax sources as detailed below:

5.1. Tax Revenue

Village Panchayats are entitled to get tax revenue as

- i) House / Property Tax
- ii) Professional Tax
- iii) Advertisement Tax

5.2. Non-Tax Revenue

The Village Panchayats are entitled to get revenue from the following sources as non-tax revenue:

- i) Licensing fee for building plan and layout approval
- ii) Fees and charges on Dangerous and Offensive trades
- iii) Market fee
- iv) Water charges
- v) Fee on cart stand
- vi) Social Forestry auctions
- vii) Fishery rentals
- viii) 2-C patta fee
- ix) Income from markets and fairs
- x) Fee from ferries

- xi) Fines and penalties
- xii) Seigniorage fees on mines and minerals.

6. Layout and Building plan approval

Tamilnadu Combined Development and Building Rules, 2019 have been notified in the Tamilnadu Government Extraordinary Gazette No. 43, Dated: 04.02.2019.

The competent authority for issuing of building permit is the executive authority of local body or any agency or person to whom the powers to implement the rules have been delegated by the executive authorities.

7. Regularization of Unapproved Plots and Layouts Rules, 2017

Large number of unapproved layouts and sub-divisions have come up all over the State in both urban and rural areas without adequate infrastructure and public amenities and most of the plots in such layouts and sub-divisions have been purchased by poor and innocent people and there is no way to convert these layouts and sub-divisions or plots back to their original use.

The Government felt that, it is expedient to regularise the plots in such unapproved layouts or sub-divisions so as to protect the interests of those innocent purchasers and to provide basic infrastructure facilities; it is considered necessary to regularise these unapproved layouts and sub-division in their entirety by insisting to widen the roads, improve circulation, reserve areas for open space and public purpose to the extent feasible in each layout.

In exercise of the powers conferred by Section 113 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), the Governor of Tamil Nadu hereby exempts all unapproved layouts, where any or all plots are sold and registered on or before the 20th October 2016 and all unapproved plots which are sold and registered on or before the 20th October 2016 from the operation of all the provisions of the Tamil Nadu Town and Country Planning Act, 1971 and makes the rules for regularization of such unauthorized layouts and plots under Section 122 of the said Act.

1. Regularisation of unapproved individual plot in a sub division or layout.
2. Regularisation of unapproved layout.

Block Development Officer (Village Panchayats) is a competent Authority for regularisation of unapproved individual plot in a sub-division or layout in Village Panchayats after the clearance by Directorate of Town Country and Planning.

8. Panchayat Unions

- Panchayat Unions are at the middle level of Panchayat Raj institutions in the State.
- The Panchayat Union, otherwise called as Block Panchayat, is divided into territorial wards for every five thousand population.
- The Panchayat Union ward members are directly elected from territorial wards and the Panchayat Union Chairperson is elected indirectly from among ward members.
- The Block Development Officer (Block Panchayat) is the Executive Authority of the Panchayat Union. He is assisted by administrative and technical wings.

According to Section 112 of the Tamil Nadu Panchayats Act, 1994, Panchayat Union Council performs the following important functions:-

1. Implementation of various Centrally Sponsored and State Schemes.
2. Construction, repair and maintenance of classified Panchayat Union roads and bridges, culverts and causeways on such roads.
3. Construction and maintenance of Elementary and Middle Schools.
4. Construction and maintenance of water bodies i.e., Minor irrigation tanks, ponds and ooranies under the control of Panchayat Unions.
5. Taking up of preventive and remedial measures to control any epidemic outbreak.
6. Conducting fairs and festivals classified by the Panchayat Union Council.
7. Opening and Maintenance of Panchayat Union Markets.

As per section 114 of the Tamil Nadu Panchayats Act, 1994, the Government may entrust schemes, programmes and activities to Panchayat Unions for economic development, execution and implementation.

9. Finance

1. The Panchayat Union Council cannot levy taxes.
2. It can avail of non-tax revenues, assigned/shared revenues such as a portion of the pooled assigned revenue, fees and charges, rentals, fines and penalties.
3. The SFC Grants based on population and Minimum Grants are released to Panchayat Unions. As per the recommendations of the Fifth State Finance Commission, the Minimum Grant has been increased to Rs.40.00 lakhs.

9.1 State Finance Commission Grant

The State Finance Commission have been formed in Tamil Nadu regularly once in 5 years as mandated by 73rd Amendment to the Constitution of India and Section 198 of the Tamil Nadu Panchayats Act, 1994. Major responsibilities of the State Finance Commission are as below:

Tamil Nadu is the one among the best States for having constituted the State Finance Commission. So far five State Finance Commissions had been constituted.

1. Distribution of the net proceeds of taxes, duties, tolls and fees leviable by the Government between the State and the Panchayats.
2. Determination of taxes, duties, tolls and fees, which may be assigned to the Panchayats.
3. Grants to the Panchayats from the Consolidated fund of the State.
4. Measures needed to improve the financial position of the Panchayats.

9.2 Fifth State Finance Commission

The Fifth State Finance Commission (SFC) constituted by the State Government has given its report with the recommendations in the month of December 2017 for the award period from 2017-22. The Government have

accepted the recommendations of fifth State Finance Commission. Accordingly, action taken report on the recommendations of the Fifth State Finance Commission was tabled in the Legislative Assembly on 24th March, 2017.

The following are the major recommendations for which orders are issued by the Government.

- a) 10% of State's own Tax Revenue will be devolved to rural and urban Local Bodies.
- b) Devolution grant will be shared in the ratio of 56:44 between rural and urban Local Bodies.
- c) The vertical sharing ratio among the tiers of RLBs shall be 8:37:55 for District Panchayats, Panchayat Unions and Village Panchayats.
- d) Minimum/Lumpsum Grant to the Village Panchayats increased from Rs.5 Lakh to Rs.7 Lakh per year from the year 2017-18.
- e) Minimum Lumpsum Grant to Panchayat Unions increased to Rs.40 Lakh per annum per Panchayat Union.
- f) Horizontal Distribution of SFC devolution to Rural Local Bodies shall be done on the basis of the following formula:
 - (i) Population as per 2011 census : 60%
 - (ii) Area : 15%
 - (iii) SC/ST Population : 15%
 - (iv) Per capita consumption Expenditure : 10%
- g) A Capital Grant Fund shall be established to replace the Infrastructure Gap Filling Fund, which aggregates 20% of the devolution intended for Rural Local Bodies(RLB).
- h) Pooled fund for Deficit RLBs is created with the aggregate 10% of overall devolution intended for RLBs.

9.3 Capital Grant Fund

- As per the Recommendations of the Fifth State Finance Commission, Capital Grant Fund is a replacement of the existing Infrastructure Gap Filling Fund (IGFF) .

- Of this fund, 20% shall be set apart for taking up projects which are deemed to be of importance at the state level. These works shall be identified and approved by a committee comprising of the Additional Chief Secretary Rural Development and Panchayat Raj, Director of Rural Development and Panchayat Raj (DRD&PR), a representative of the Finance Department and Member secretary, State Planning Commission.
- The Balance 80% will be distributed district wise, based on the formula adopted for horizontal distribution among District Panchayats.
- The allocation of these funds project wise shall be decided by the District Planning Committee based on detailed guidelines to be issued by the RD&PR Department in consultation with Finance and Planning and Development Department.

9.4 Pooled Fund for Deficit Rural Local Bodies

- A 10% of the overall devolution intended for Rural Local Bodies be credited into a Pooled Fund for deficit RLBs.
- 40% of the amount available in this fund, i.e., 4 percent of the overall devolution intended for RLBs will be disbursed in the first three years of the award period by the DRD&PR only amongst those Panchayat Unions and Village Panchayats which have been in deficit for atleast 3 of the last 5 years.
- 20% of the fund will be retained by DRD&PR
- 20% distributed among the District Collectors based on the horizontal District Panchayat wise share. These funds will be utilized by DRD&PR to provide grant to those Village Panchayats and Panchayat Unions who have special problems which cannot be addressed under any of the existing transfer mechanism.
- 20% of the Pooled fund for deficit Rural Local Bodies will be provided to TWAD board to meet the deficit on Combined Water Supply Schemes (CWSS).

9.5 Central Finance Commission Grant

The 14th Central Finance Commission (CFC) has recommended Grants-in-aid to the Village Panchayats as Basic Grant and Performance Grant. Out of the total grants-in-aid to Village Panchayats, 90% of the Grant will be the Basic Grant and 10% will be the Performance Grant.

(i) 14th Finance Commission Basic Grant

The Government of India has allocated a sum as 14th Central Finance Commission Basic Grant. All the basic grant has been distributed to the Village Panchayats on the basis of population to perform their basic functions such as operation and maintenance of water supply, street lights and sanitation, payment of current consumption charges to TANGEDCO and water charges to TWAD Board.

This Fund is also utilised along with State Government Grant for the priority works of Village Panchayat such as Amma Gym, Amma Park etc.

(ii) 14th Finance Commission Performance Grant

- The 14th Central Finance Commission has recommended that detailed procedure and operational criteria, including quantum of incentives to be given for the distribution of performance grant to the Village Panchayats are to be decided by the State Governments concerned. The Village Panchayats shall fulfill the following mandatory conditions to avail the Performance Grant from the year 2017-18.
 - (1) Submission of audited accounts that relate to year not earlier than two years preceding the year in which the Village Panchayat seeks to claim the Performance Grant;
 - (2) Increase in Own Source of Revenue (OSR) over the preceding year as reflected in the audited accounts;
- The guidelines and operational criteria for availing of 14th Central Finance Commission Performance Grant by Village Panchayat has been issued in G.O. Ms. No. 31, Rural Development and Panchayat Raj (PR-1) Dept., Dated: 28th February 2019.
- Notification has been published in Tamil Nadu Government Gazette extraordinary vide No.95, Dated 28.02.2019.

9.6 Pooled Assigned Revenue

The assigned revenue due to Rural Local Bodies from the proceeds of surcharge on stamp duty is being pooled at the State level for apportioning the same to the Village Panchayats and Panchayat Unions.

9.7 Scheme Component of Pooled Assigned Revenue

The Committee under the Chairmanship of Additional Chief Secretary to Government, Rural Development and Panchayat Raj Department is empowered to approve the works to be taken under the Scheme Component of Pooled Assigned Revenue.

Major works such as construction of Panchayat Union Office Buildings, major bridges, link roads, bus stands, etc. are taken up under this component.

10. Grievance Redressal Mechanism

Grievance regarding Village Panchayat administration and Panchayat Union administration may be addressed to Block Development Officer and Assistant Director (Panchayats).

The grievance on Village Panchayat functioning may be given to District Collectors on every Monday at the District Collector's office during Grievance Day and in Mass Contact Programme conducted once in a month.

The contact numbers, email and fax numbers of District Collectors, Project Directors (District Rural Development Agency), Assistant Director (Panchayats), Personal Assistant (Development) to District Collector are given in this book.

STATE SCHEMES

3. Chief Minister's Solar Powered Green House Scheme (CMSPGHS)

Aim :

The aim of Chief Minister's Solar Powered Green House Scheme is to fulfill the housing needs of houseless people living in rural areas along with Solar Powered Home lighting system and there by promoting green energy.

Sharing pattern :

Fully funded by State Government

Unit Cost : Rs.2,10,000

| | |
|---------------------------------|--------------------|
| For civil construction | Rs. 1,80,000 |
| For installation of solar light | Rs. 30,000 |
| Total | Rs.2,10,000 |

Special Features :

1. Each house shall be built with an area of 300 square feet.
2. Each house shall consist of a living room, bed room, kitchen, verandah and toilet.
3. Each house shall have provision for harvesting rain water.
4. Each house is provided with 5 solar powered LED lights.
5. The beneficiary is given the option to have an electric connection powered by TANGEDCO as additional benefit.
6. The construction of house shall be undertaken by beneficiaries themselves.
7. The Project Director, DRDAs shall be responsible for the execution of the Solar Powered (SPV) Home lighting system in their respective districts.
8. The Green Houses shall be constructed either in situ (replacing his/her existing dwelling structure) or on the land owned by the beneficiary elsewhere in the Village Panchayat. No land acquisition is envisaged under this scheme. People with pattas for their house sites are only eligible under this scheme.

9. The Brochures / Handouts and other training materials on the usage and maintenance of the LED based SPV lighting equipments shall be made available to the beneficiaries.
10. The exclusive type design already developed for this Scheme shall be followed. The construction of houses should not exceed the permissible limit of 300 sq.ft. To ensure uniformity in the design, no change of type design is normally permitted.
11. However, changes in type design, such as shifting of kitchen room or bedroom to another direction, etc., shall be permitted without altering the total plinth area of 300 sq.ft.
12. The logo for this scheme printed on ceramic tiles shall be affixed visibly on all the houses.
13. The name of the scheme, beneficiary's name and year of construction shall be painted prominently on each completed house.
14. The payment of bills for the construction work done by the beneficiaries should be credited into the beneficiaries bank account directly in the following four stages :
 - i. Basement level
 - ii. Lintel level
 - iii. Roof laid stage
 - iv. Completion stage
15. In addition to the unit cost of Rs.2.10 lakhs as a convergence measure, each beneficiary shall be paid the notified wage rate in force under MGNREGS towards the utilization of 90 Person days for the construction of the house. (90 x Rs.229 = Rs.20,610)
16. Further, a sum of Rs.12,000 shall be provided to the beneficiary for construction of Individual House Hold Latrine (IHHL) in convergence with Mahatma Gandhi National Rural Employment Guarantee Scheme.
17. Apart from that cement is provided to the beneficiaries at subsidized rate. Further steel, doors & windows is also provided based on the need of the beneficiaries and the proportionate cost for supply of materials is deducted from the payments due to the beneficiaries.

Eligible Beneficiaries:

The Poor people living in rural areas having patta for site / house are eligible to be the beneficiary under the scheme.

Eligibility of Beneficiaries

The beneficiary should:

1. Be a poor and resident of the Village Panchayat concerned.
2. Own a site of not less than 300 sq.ft. area.
3. Have a clear patta for the site/house in the name of the head of the family or any other member of the household.
4. Should not own any other pucca concrete house in the village panchayat or elsewhere.
5. Should not have been benefitted under any other housing scheme of the Government.

Mode of Selection of Beneficiaries

1. While preparing the list of beneficiaries, priority should be given to the following persons-differently abled, widows, destitute and deserted women, women headed families, Ex-servicemen and retired members of the Paramilitary forces, families having severely malnourished children (as identified by the ICDS Department), transgender, HIV/AIDS/TB affected persons who are certified by the Deputy Director (Health Services) concerned and victims of natural calamities such as fire, flood, etc., Priority shall also be given to households having a mentally challenged person in the family.
2. The beneficiaries should be selected from the poor people living in the Village Panchayat and the list of such beneficiaries shall be approved by the Gram Sabha. While selecting the beneficiaries, priority should be given to those who are listed as vulnerable in PIP list prepared by TNSRLM and erstwhile PVP project.

Allocation of Houses

1. At the State level, the Director, Rural Development & Panchayat Raj shall allocate the target number of houses to be constructed under this Scheme in a year for each district.

2. At the District level, the District Collector shall decide the allotment of the houses to the Village Panchayats.
3. For the selection of the list of eligible beneficiaries, a Committee shall be formed at the village level. The committee shall comprise of Block Development Officer (Block Panchayat), Zonal Deputy Block Development Officer and Village Panchayat President / Special Officer concerned shall select the beneficiary from the poor people in the Village Panchayat as per guidelines and the final list of selected beneficiaries identified by the Committee should be placed before the Grama Sabha for its approval. The Chairman of Panchayat Union concerned shall be included as a special invitee to the Village Level Committee.
4. The BDO (Block Panchayat) should allocate the houses to the selected beneficiaries based on the priority category of people as approved by the Grama Sabha.

Category wise Allocation

Out of the total allocation the houses are allotted as under

1. SC - 29%
2. ST - 1%
3. OC- 70%

4% of District-wise allocation should be reserved exclusively for differently abled persons.

Issue of work order

The Block Development Officer (BP) should issue the work order to the beneficiaries after confirming the eligibility of beneficiaries with reference to ownership and availability of requisite area for construction through the officials of Rural Development and Panchayat Raj Department.

Execution of works

1. Administrative sanction for the scheme based on the district allocation for each year shall be accorded by the District Collector.
2. The execution of the scheme shall be entrusted to the Block Development Officer (Block Panchayat).

3. Marking of Site: The Union Overseer / Assistant Engineer / Junior Engineer concerned of the particular Village Panchayat shall mark the site as per the type design approved by the Government for commencement of work.
4. The Union Overseers, Assistant Engineers / Junior Engineers shall be responsible for the construction and other technical aspects of construction as per G.O (MS) No.111, RD & PR (PR.1), dated 21.8.2018. The Union Overseers shall assist in marking and supervision of construction works as per the design and technical standards.
5. The Assistant Executive Engineers (RD) shall check measure the construction of the houses.
6. The Project Director, DRDAs, Executive Engineers (RD) and Assistant Executive Engineers (RD) should frequently inspect the progress in the construction of the houses and ensure its timely completion. They should also ensure that there is no deviation from the approved type design or any other guidelines/instructions provided for the implementation of the scheme.
7. The construction of houses shall be undertaken by beneficiaries themselves with the assistance of RD & PR Department.
8. The installation of solar lights will be undertaken by DRDA.

The officials to be contacted for details regarding the scheme and to benefit under this scheme

- State Level : Director Rural Development and Panchayat Raj,
Chennai-15.
- District Level : 1. District Collector
2. Project Director, District Rural Development Agency.
3. Assistant Project Officer (Housing & Sanitation)
- Block Level : Block Development officer (B.P) & Block Development officer (V.P).
- Village Level : Village Panchayat President / Special Officer

4. Repairs to Houses constructed 25 years before under various Government Schemes

Objective of the Scheme

The Hon'ble Chief Minister made an announcement under Rule 110 on the floor of Legislative Assembly on 12.06.2018 that a sum of Rs.227.97 crore will be allocated from State Government funds to carry out repairs for 45,594 houses which were constructed 25 years before under various Government Schemes.

Under this Special Initiative, houses which require repairs were provided with financial assistance based on the actual estimate cost not exceeding Rs.50,000/- per house for the selected beneficiary. The repair work was executed by the beneficiaries and excess amount if any required were borne by the beneficiaries themselves.

Eligibility Criteria

- Those beneficiaries whose houses were constructed under various Government schemes 25 years before in rural areas, i.e. Houses which were constructed up to the year 1993-94, which need minor & major repairs are eligible under this scheme. However, the houses which are beyond repairable condition should not be taken up.
- The survey conducted by Rural Development & Panchayat Raj Department during the year 2017 to identify the damaged houses constructed under various Government schemes 25 years before in rural areas was the basis for identification of beneficiaries under this scheme.
- The House under repair which is taken up for consideration should have been allotted under Government scheme in the name of the beneficiary or the beneficiary must be the legal heir of the person in whose name the house was allotted, in case where such allottee is not alive.
- The beneficiary under this scheme should not have received any Government grant or aid for repair of houses / Group houses under MLACDS or any other schemes.

Type of repairs done

The various types of repairs which were taken up under the scheme are as follows: -

- Replacement of damaged roof.
- Laying pressed tiles with pointing in the RCC houses and refixing of Roof tiles in the tiled houses, which are under damaged / leaky condition.
- Rectification of wall crack, wall plastering, flooring, ceiling plastering in patches / as a whole as per requirements.
- Replacement of damaged doors & windows.
- Basement pointing work / Basement outer plastering.
- Either one type or combination of more than one type of works were taken up for repair. However, white wash, colour wash and painting alone should not be taken up in a house.

The funds were released to the beneficiaries in two installments. i.e, 50% of estimated amount was released as first installment after completion of 50% of total work and second installment of the estimated amount was released after completion of entire work.

Consulting Officers to avail the scheme benefits and to know about the details of the Scheme

- At State Level : Director of Rural Development and Panchayat Raj, Chennai-15
- At District Level : District Collector and Project Director, District Rural Development Agency
- At Block Level : Block Development Officer (BP)
- At Panchayat Level : Block Development Officer (BP)

5. Member of Legislative Assembly Constituency Development Scheme (MLACDS)

Objectives

The main objective of this scheme is to enable the Members of Legislative Assembly to identify the infrastructure gaps in their constituencies and propose works for execution under the MLACDS.

Special Features

Member of Legislative Assembly Constituency Development Scheme (MLACDS) is being implemented both in Rural and Urban areas in the state in order to identify and execute the essential infrastructure gaps in the assembly constituencies.

Fund Allotment of the Scheme

The fund allocation under the scheme has been enhanced from Rs. 2 crore to Rs.2.50 Crore per constituency per annum from the year 2017-18.

Allotment for Sheduled Caste /Sheduled Tribes

An overall allocation of 22% of the total allocation under MLACDS should be made for areas predominantly inhabited by SC/ST persons in rural areas and for persons living in slums in urban areas.

Tied and Untied Component

The works chosen by the MLAs, are accorded administrative sanction by the District Collectors and also identify the implementing agency. A sum of Rs.1.50 crore is earmarked as Tied Funds for Priority Works and out of the remaining 'un-tied component' of Rs.1 Crore, the Members of Legislative Assembly can choose any work of their choice not falling within the 'negative list' as per the guidelines of the scheme.

1. WORKS TO BE TAKEN UP UNDER "TIED COMPONENT" OF Rs.1.50 CRORE:

As stated above, Rs.1.50 Crore shall be spent on works prescribed under "Tied Component".

- 1.1 Rs.25 lakh for infrastructure to schools :** In 2019-20, in order to provide infrastructure facilities to Schools (Corporation / Municipality / Panchayat Union / Government Schools only) a sum of at least Rs.25 Lakh per MLA shall be earmarked under the tied component. The infrastructure facilities will include toilet facilities (especially separate toilets for girls, boys and staff) drinking water supply, Compound wall to Schools, construction of buildings for classrooms, libraries and laboratories in schools.
- 1.2 Rs.20 lakh for Reverse Osmosis (R.O.) System to schools:** In 2019-20, in order to ensure pure and hygiene drinking water to the school students, a sum of at least Rs.20 Lakh shall be earmarked under the tied component for installation of Reverse Osmosis (R.O.) System to the Schools (Corporation / Municipality / Panchayat Union / Government Schools only).
- 1.3 Rs.20 lakh for Anganwadi / Kitchen shed / Baby Friendly Toilets/ Water Supply to Anganwadi :** In order to provide infrastructure facilities to the Anganwadi centres and Noon Meal Centres in rural and urban areas, an amount of atleast Rs.20 lakh shall be allocated for the Construction of Anganwadi Buildings, Noon Meal Centres, Noon Meal Kitchen Sheds, Anganwadi Baby friendly toilets, Supply of Drinking water to Anganwadies and also modernizing the Anganwadi Kitchen Sheds with Gas connection, etc.
- 1.4 Rs.30 lakh for Drinking Water supply:** In order to mitigate the water supply scarcity, especially in summer, water supply works particularly augmentation of existing source like provision of individual power pump works, mini power pump works, Construction of Over Head Tanks, New Bore Well, Deepening of Bore well, New Hand pumps, Enhancing of motor capacity, Construction of Open Well, Deepening of existing Open Well etc., shall be taken up. Each MLA shall allot atleast Rs.30 lakh for water supply works.
- 1.5 Rs.55 lakh for the Other Tied works:** Under the tied component, the MLA can choose one or more of the following works according to his/her choice, subject to the overall ceiling of Rs.55 lakh: -

In Rural Areas:

1. Installation of Solar Street lights in rural areas/ Roof top solar power in Government buildings. (Subsidy provision available from the Ministry of New and Renewable Energy, GOI should be claimed and remitted to concerned scheme account without fail).
2. Up-gradation of gravel/WBM Roads to BT standard.
3. Renewal of badly worn-out BT roads (laying of BT layer only by filling up of potholes, if necessary).
4. Laying of Cement Concrete Roads / Paver Blocks in Streets and Lanes.
5. Provision of rooms, buildings and / or compound wall for Government and Local body Hospitals, Primary Health Centres, Government Veterinary Hospitals, Government Schools, Panchayat Union Schools, Adi Dravidar welfare Schools, Kallar Reclamation Schools, Government Colleges and Government Hostels, Government ITI and Government Polytechnics.
6. Provision of Infrastructural facilities to Government Special Schools for the differently abled and Government Orphanages.
7. Construction of bridges.
8. Provision of additional Burial Grounds / Cremation Grounds to the Village Panchayats, if necessary.
9. Provision of compound wall / fencing in the burial grounds belonging to Public Wakf registered with Wakf Board. Since the Wakf Board does not have any Engineering wing, this work may be entrusted to the Local Bodies concerned.
10. Construction of integrated sanitary complex for women and men.
11. Construction of Public Distribution shop buildings.
12. Construction of building for Physical fitness centre/Gymnasium along with purchase of required equipments which will be the asset of concerned Local Body.

b) In Urban Areas :

1. Installation of Solar Street lights / Roof top solar power in Government Buildings / LED Street lights in Urban Areas. (Subsidy provision available from the Ministry of New and Renewable Energy, GOI should be claimed and remitted to concerned scheme account without fail).
2. Up-gradation of gravel / WBM Roads to BT standard.
3. Renewal of badly worn-out BT roads (laying of BT layer only by filling up of potholes, if necessary).
4. Laying of Cement Concrete Roads.
5. Provision of rooms, buildings and / or compound wall for Government and Local body Hospitals, Primary Health Centres, Government Veterinary Hospitals, Government Schools, Panchayat Union Schools, Adi Dravidar welfare Schools, Kallar Reclamation Schools, Government Colleges and Government Hostels, Government ITI and Government Polytechnics.
6. Provision of Infrastructural facilities to Government Special Schools for the differently abled and Government Orphanages.
7. Construction of bridges.
8. Provision of infrastructure and compound wall facilities to burial grounds /cremation grounds.
9. Provision of Concrete Pavements with storm water drains, if so required.
10. Formation of new Public Parks
11. Construction of Public Toilets.
12. Construction of Public Distribution shop buildings.
13. Purchase of Jetrodding Machines, hydraulically operated sewerage machines.
14. Provision of compound wall / fencing in the burial grounds belonging Public Wakf registered with Wakf Board. Since the Wakf Board does

not have any Engineering wing, this work may be entrusted with the Local Bodies concerned.

15. Construction of building for Physical fitness centre/Gymnasium along with purchase of required equipments which will be the asset of concerned Local Body.

2. WORKS TO BE TAKEN UP UNDER “UN-TIED COMPONENT” OF RS.1 Crore:

Any work not falling within the following ‘negative list / prohibited works’ can be taken up under the un-tied component of MLACDS. **Works falling under the tied component can also be taken up under un-tied component of Rs.1 Crore.** Construction of Bus passengers shelters is permitted under this component.

3. NEGATIVE LIST/PROHIBITED WORKS:

The following works under the ‘Negative list / Prohibited works’ cannot be taken up under the MLACDS unless specifically included in the exceptions:

- 3.1 Construction of Office and residential buildings belonging to Central and State Governments including Public Sector undertaking, Co-operatives and Societies.

Exception:

- I. Construction of Direct Procurement Centres, Milk Producers’ Co-operative Societies, Bulk Chilling Centres.
- II. Construction of Maintenance sheds, Compound walls and concrete flooring, Crew rest room and toilet facilities for Bus depots of State Transport undertakings.

- 3.2 Assets for individual / family benefits

Exception:

Construction of new houses in Town Panchayats as per the Pradhan Mantri Awaas Yojna (Grameen) norms.

- 3.3 All renovation, maintenance and repair works.

Exception : Repair of houses constructed under Government Schemes up to 31.12.2009 including houses constructed under Indira Awaas Yojana (IAY) / TAHDCO and Tamil Nadu Slum Clearance Board can be taken up not exceeding Rs.50,000/- per house. However, permission letter should be obtained from the TNSCB/TAHDCO before taking up the repair works.

3.4 Purchase of all movable items, equipments and furniture.

Exception:

- (i) Provisions were made during 2016-17 for newly elected members of 15th Assembly and for the members re-elected who were members of 14th Assembly, to purchase Laptop or Desktop, Laser/ Inkjet Printer and Broadband / Internet Data card connection as one time purchase according to needs. In this connection, wherever such Laptop or Desktop, Laser/Inkjet printer and Broadband/Internet Connection were not purchased till last year, in such cases purchase of the above items, may be considered during 2019-20, as per the provisions contained in the G.O.(Ms.) No.95, Rural Development and Panchayat Raj (SGS-1) Department, dated 18-8-2016, and following the guidelines therein.
- (ii) Purchase of furniture and equipments for Government Schools, Panchayat Union Schools, Adi Dravidar Welfare Schools, Kallar Reclamation Schools, Government Colleges, Government Hostels, Government Hospitals, Primary Health Centres Government Veterinary Hospitals, Government ITI and Government Polytechnic.
- (iii) Purchase of aids and appliances for differently abled persons as per the guidelines issued in G.O.(1D)No.405, Rural Development and Panchayat Raj (SGS-1) Department, dated 17.08.2010 and Government Letter No.(1D)No.653, dated.31.12.2012 of Rural Development and Panchayat Raj Department for the value of Rs.5 lakh or above.
- (iv) Purchase of CP chair for Polio and stroke attacked persons and purchase of Learning Kits for mentally challenged children in Government special schools.

- (v) Purchase of physical exercise equipments for the physical fitness centre / Gymnasium belonging to local body which will be the asset of the concerned local body.
 - (vi) Purchase of equipments for installation of solar photovoltaic items in the existing Government buildings.
 - (vii) Purchase of Surveillance Cameras (CCTV-Closed Circuit Television) with allied equipments for the safety of public through District Collector / Superintendent of Police / Commissioner of Greater Chennai Corporation / Commissioner Greater Chennai Police following procurement codal procedures.
- 3.5 Any work in Government aided and self Financing Schools and Colleges.
 - 3.6 All Works involving Commercial establishment / units.
 - 3.7 Grants and loans, contribution to any Central and State / UT Relief Funds.
 - 3.8 Acquisition of land or any compensation for land acquired.
 - 3.9 Reimbursement of any type of completed or partly completed works or items.
 - 3.10 All revenue and recurring expenditure.
 - 3.11 Works within the places of religious worship and on land belonging to or owned by religious faiths / groups.
 - 3.12 Desilting of Ponds, Ooranies, rivers, tanks, canals, channels and the like.
 - 3.13 Gravel/WBM roads (roads up to BT standard alone should be taken up).
 - 3.14 Installation of High Mast Lights.
 4. An overall allocation of 22% of the total allocation under MLACDS should be made for areas predominantly inhabited by SC/ST persons in rural areas and for persons living in slums in urban areas.
 5. The execution of works/ procurement of materials shall be undertaken strictly as per the Tamil Nadu Transparency in Tenders Act, 1998 and the Rules made during 2000 under it.

IMPLEMENTATION OF THE SCHEME

The Selected works implemented by the concerned District Collector through Administrative Sanction.

The Approching Officers for benefiting the Scheme and getting other information of the Scheme

- Constituency Level : Member of Legislative Assembly
- State Level : Director of Rural Development and Panchayat Raj, Chennai -15
- District Level : District Collector and Project Director,
District Rural Development Agency
- Block Level : Block Development Officer (Block Panchayat)

6. Self Sufficiency Scheme

Introduction

In order to encourage the self-reliant attitude of the Rural Community and their public participation, the Government re-introduced the Self Sufficiency Scheme in 2011-12 both in Rural and Urban areas.

Aim

To encourage and improve the self reliant attitude of public and to enhance their increased participation in creation and maintenance of community infrastructure both in Rural and Urban areas.

Public participation

The minimum public contribution for any of the identified work should be one-third of the estimate amount for the work.

The Government provides 2/3rd of the total estimate amount.

Selection of Works

1. The need for taking up of works under "Self Sufficiency Scheme" may originate from individuals, groups, institutions, public or private companies or from the community.
2. Request in the form of an application indicating the works to be taken up with consent and for contributing one-third of the amount by the public has to be given to the District Collector.
3. The Estimates should be prepared only on the verification of the feasibility of execution of the work.
4. If requests are received for various works but amount available is limited under the scheme, the District Collector shall give priority for the works which are of maximum benefit to the community.
5. Director of Rural Development and Panchayat Raj may receive major contribution from public or private companies for specific projects to be implemented across the State.

Suggested List of Works

- ❖ Construction of buildings, laboratories, toilets, cycle stands and compound walls/fencing to Government Schools, Adi Dravidar and

Tribal Welfare Schools, Panchayat Union Schools and Kallar Reclamation Schools, Government Colleges and Government Hostels.

- ❖ Construction of buildings, compound walls and fencing to Government Hospitals, Primary Health Centres, Sub-centres, Veterinary Dispensaries, Livestock Centres and Libraries. Construction of compound walls and other common facilities in Burial grounds including the Burial grounds belonging to Public Wakfs registered with the Tamil Nadu Wakf Board will also be taken up.
- ❖ Construction of Libraries in Rural and Urban areas, Noon Meal Centres, Anganwadis, School Kitchen Sheds and Public Distribution Shops in rural and urban areas. Wherever construction of libraries are undertaken, care should be taken that adequate contribution has been made for the procurement of books.
- ❖ Creating community assets like community buildings, drinking water supply, cement concrete roads and threshing floors in rural and urban areas.
- ❖ Construction of Integrated Sanitary Complex for Women and Men.
- ❖ Construction of bridges, culverts, upgradation of gravel/WBM roads to BT standard, renewal of worn out BT roads, improvement of streets and lanes with brick or metal stones or cement slabs or cement concrete.
- ❖ Formation and improvement of Parks, Play Grounds, Traffic Islands, Fountains.
- ❖ Purchase of Furnitures, Computers and accessories for Government Schools and Panchayat Union Schools, Libraries and Buildings under usage of the public. Old Computers and Accessories should not be purchased.
- ❖ All types of works related to solid and liquid waste management and works related to improving the sanitation conditions of the environment.
- ❖ Provision for Solar lights in Anganwadis and other Public buildings owned by Government and Rural and Urban Local Bodies.
- ❖ Provision of Reverse Osmosis plants for drinking water supply.

NEGATIVE LIST / PROHIBITED WORKS

The following works under the 'negative list' (prohibited works) cannot be taken up under the Self Sufficiency Scheme unless specifically included in the exceptions:

1. Construction of office and residential buildings belonging to Central and State Governments, including Public Sector Undertakings and Co-operative Societies.

Exception: Construction, Repair and Renovation of residential units of Primary Health Centres / Government Hospitals, Construction of buildings, compound walls for all types of Government hospitals, Primary Health Centres and Government Veterinary hospitals, Construction of Public Distribution Shops, Direct Procurement Centres, Milk Producers' Co-operative Societies and Bulk Chilling Centres can however be taken up.

2. Purchase of all movable items, equipments and furniture.

Exception: Purchase of furniture and equipments for Government Schools, Panchayat Union Schools, Adi Dravidar and Tribal welfare Schools, Kallar Reclamation Schools, Noon Meal Centres, Anganwadis, Government Colleges, Government Students Hostels, Government Hospitals, Primary Health Centres and Government Veterinary Hospitals are permitted. Likewise, purchase of Tricycles, Mini Lorries, etc., for the purpose of Solid Waste Management is permitted.

3. Any work in Government aided/Self-financing Schools, Colleges and other Government aided/self-financing educational institutions.
4. All works involving commercial establishments/units.
5. Grants and loans, contribution to any Central and State/UT Relief Funds.
6. Acquisition of land or any compensation for land acquired.
7. Reimbursement of any type of completed or partly completed works or items.
8. Assets for individual/family benefits.

9. All revenue and recurring expenditure.
10. Works within the places of religious worship and on land belonging to or owned by religious faiths /groups.
11. Desilting of ponds, Ooranies, rivers, tanks, canals, channels and such water bodies.

Exception:

- 1) Desiltation, consolidation of bunds & constructions / renovation of sluices/ surplus weirs etc. of PWD tanks only, if found essential in the opinion of the District Collectors. The public contribution should not be less than 50% of the estimate prepared by PWD. The upstream / downstream supply channels may be taken up under MGNREGS / IAMWARM wherever applicable.
 - 2) Tanks under the control of Municipalities and Town Panchayats which are the main sources for water supply scheme shall be taken up for desilting with 50% contribution Tamil Nadu Transparency in Tenders Act 1998 and Rules issued thereunder should be followed while execution this works.
12. Gravel/WBM roads (roads upto BT standard only should be taken up)

Execution of Works

- ❖ Administrative sanction is accorded by the District Collector for the works selected under the Scheme.
- ❖ Technical sanction/suggestion would be given by the Superintending Engineer /Executive Engineer/ Assistant Executive Engineer / Assistant Engineer.

Scheme Implementation

- ❖ The work shall be executed through tender system as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules issued thereunder.
- ❖ The District Collector will examine the request and permit the contributors or the agency to execute the work if the public contribution is 50% or more of the estimates of the value of the work.

Address for the communication to get further details about this Scheme

State Level : Director of Rural Development and Panchayat Raj, Panagal Building, Saidapet, Chennai-15.

District Level : 1. District Collector / Chairman,
District Rural Development Agency.
2. Project Director,
District Rural Development Agency.

7. Tamil Nadu Rural Roads Improvement Scheme (TNRRIS)

Objective

The objective of the scheme is to improve village panchayat and panchayat union roads from Non BT to BT standard, Strengthening and Maintenance of damaged BT roads in rural areas.

Implementation

This scheme is being implemented by District Rural Development Agency.

Fund allocation

- ❖ This Scheme is being implemented with 100% State Funding.

Selection of Works

Tamil Nadu Rural Roads Improvement Scheme (TNRRIS) is being implemented in three streams.

Stream-I

Upgradation of the Non-BT roads to BT standards should be taken up under this Stream.

Stream-II

Strengthening of existing damaged BT roads should be taken up under this Stream.

Stream-III

Maintenance of existing damaged roads should be taken up under this Stream.

Officers to contact to know about the benefits of the scheme and the other details :

State level : Director of Rural Development and Panchayat Raj,
Panagal building, Saidapet, Chennai-15.

District level : District Collector and Project Director, District Rural
Development Agency.

Block level : Block Development Officer (BP).

8. NABARD-RIDF

Objective

The objective of the scheme is to improve damaged Panchayat and Panchayat Union roads and also upgradation of Non-BT roads as BT standard to provide all weather road connectivity in rural areas and construction of bridges.

Implementation

This scheme is being implemented by District Rural Development Agency.

Fund allocation

Out of the total allocation under this scheme, 20% is directly allotted by the State Government and the remaining 80% is borrowed by State Government as loan from NABARD.

Selection of Works

Works are selected by the Districts based on the allocation made by the Government for every financial year.

The following guidelines are being followed for the selection of works:

- ❖ Bus plying/ Mini Bus plying roads are taken up on priority.
- ❖ Roads used for Agricultural purpose.
- ❖ Roads leading to industrial clusters and marketing centers.
- ❖ Roads leading to tourism and pilgrimage centers.
- ❖ Minimum length of roads should be 1 Km.
- ❖ Roads which have not been taken up in any of the schemes of Rural Development and Panchayat Raj Department in the last five years which are in damaged condition are only being taken up.

Officers to contact to know about the benefits of the Scheme and other details:

- State Level : Director of Rural Development and Panchayat Raj, Panagal Building, Saidapet, Chennai-15.
- District Level : District Collector and Project Director, District Rural Development Agency
- Block level : Block Development Officer (BP)

9. Scheme Component of Pooled Assigned Revenue

Objective:

The main objective of the scheme is to create basic infrastructure in rural areas.

Fund Allocation:

The assigned revenue due to Local bodies from the proceeds of surcharge on stamp duty will be pooled at the State level and apportioned to rural local bodies. This enables equitable, efficient and easy distribution of assigned revenue.

Selection of works:

Basic infrastructure works like Roads, Bridges, Water Supply facilities, Office buildings for Rural Local Bodies and Integrated Office Complex for RD&PR Department are taken up.

Implementation:

Proposal from the District Collector, with detailed estimate is forwarded to the Committee headed by Principal Secretary as the Chairman for approval. On approval by the Committee, the Director of Rural Development will issue necessary proceedings to the District Collector. The District Collector shall then issue the administrative sanction to the suitable agency i.e., District Rural Development Agency, Panchayat Union and Village Panchayat.

Beneficiaries:

The people living in rural areas will benefit from out of the infrastructure facilities created under this scheme.

Officers to contact to know about the benefits of the Scheme and other details:

| | |
|----------------|--|
| State Level | : Director of Rural Development and Panchayat Raj, Panagal Building, Saidapet, Chennai-15. |
| District Level | : District Collector and Project Director, District Rural Development Agency. |
| Block Level | : The Block Development Officer (Block Panchayat) |

SANITATION PROGRAMMES

10. Integrated Sanitary Complexes for Women

Introduction

This Scheme was started in 2001 with an aim to provide improved Sanitary facilities to women.

Scheme Vision

- ❖ It was a paramount importance to ensure privacy and safety to women, besides improving general hygiene and health to the rural people.

Scheme Implementation

- ❖ From the year 2001 to 2004, Integrated Sanitary Complexes for Women at an approximate area of 750 sq.ft., were constructed in all the then existing 12,618 Village Panchayats in the State.
- ❖ Each complex had 14 toilets, 2 bathrooms, 1 pump room with pump set, 1 water tub and stone-paved washing facilities. Adequate water supply for washing and bathing requirements were also provided.
- ❖ During 2011-12, as per the directions of the Hon'ble Chief Minister, 12,796 Integrated Women Sanitary Complexes which were in dilapidated condition have been renovated at a cost of Rs.170 crore and put into use.
- ❖ The Village Panchayats are providing electricity connection for water supply and lighting and maintenance for the upkeep of the complex.
- ❖ The total users were identified and formed into user groups. These user groups are taking care of day to day maintenance of the complex.

Formation of User Groups

In order to ensure regular maintenance and usage of the Integrated Sanitary Complexes for Women, User Groups have been formed for all the renovated Complexes from among the Women Self Help Group members with the assistance of the Tamil Nadu Corporation for Development of Women.

These User Groups have also been trained on the use and maintenance of complexes. A Booklet on use and maintenance of Integrated Sanitary Complexes for Women has been prepared and given to all User Groups as a ready reckoner.

Formation of Monitoring Committees

To monitor the maintenance of Integrated Sanitary Complexes for Women, the District Collectors have constituted the District Level and Block Level Monitoring Committees.

The above Committees deliberate on the following and take necessary follow up action.

- ❖ Functioning status of each and every Integrated Sanitary Complex for Women.
- ❖ Periodical maintenance by the Village Panchayats.
- ❖ Maintenance of the Complex by User Groups.
- ❖ Feedback given by the User Groups.
- ❖ Feed back on inspections made by the members of the Committee/ Zonal Officers.

Details of contact to avail benefits from this Scheme and if any details required about the Scheme.

- State Level : Director of Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai-15.
- District Level : District Collector and Project Director, DRDA.
- Block Level : Block Development Officer (Villae Panchayats).
- Village Level : Village Panchayat President / Special Officer.

11. Integrated Men Sanitary Complexes

Introduction

This Scheme was started in 2012-13 with an aim to provide improved Sanitary facilities to rural Men.

Scheme Vision

Provision of sanitation facilities similar to Integrated Sanitary Complex for Women and to improve general hygiene and health of Rural Men folk.

Scheme Implementation

Formation of Integrated Men Sanitary Complexes

- ❖ During the year 2012-13, Integrated Men Sanitary Complexes have been constructed in 385 Blocks at the rate of 2 per Block at an unit cost of Rs. 4,00,000/-.
- ❖ Each complex has 8 toilets. Separate area for bathing, water tub and stoned-paved washing facilities are also provided.
- ❖ Exclusive water supply is ensured in each Complex for sustainability and usage.
- ❖ Village Panchayats provide electricity connection for lighting and water supply and maintenance of the complex.

Formation of User Groups

- ❖ Users were identified and groups were formed.
- ❖ Similar to the maintenance of Integrated Sanitary Complexes for Women, these User Groups are taking up the day to day maintenance and periodical maintenance will be done by the Village Panchayats concerned.

Formation of Monitoring Committees

To monitor the maintenance of Integrated Men Sanitary Complexes, the District Collectors have constituted the District Level and Block Level Monitoring Committees.

The above committees deliberate on the following and take necessary follow up action :

- ❖ Functioning status of each and every complexes.
- ❖ Maintenance of Integrated Men Sanitary Complexes by the User Groups.
- ❖ Periodical maintenance by the Village Panchayats.
- ❖ Feedback given by the User Groups.
- ❖ Feedback on inspections made by the members of the Committee / Zonal Officers.

Details of contact to avail benefits from this Scheme and if any details required about the Scheme

- State Level : Director of Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai-15.
- District Level : District Collector and Project Director, DRDA.
- Block Level : Block Development Officer (Village Panchayats)
- Village Level : Village Panchayat President / Special Officer

12. CLEAN VILLAGE CAMPAIGN

Introduction

“Clear Village Campaign” was launched in 2003-2004 and implemented upto 2005-06. This Scheme was reintroduced again during the year 2011-12.

Scheme Vision

- ❖ To create more awareness to the community on the adverse consequence of open defecation practices.
- ❖ To recognize the special needs of different categories of people and promote sanitation needs of specific groups like children, women, adolescents, aged people, disabled, etc.
- ❖ To promote environmental sanitation in all institutions like Anganwadis, Schools, Public places, etc.
- ❖ To enable net-working, co-ordination and better convergence of various agencies and groups working in this sector with a view to optimize efficiency in implementation and ensuring sustainability of systems.
- ❖ The strategy is focused on mobilizing the community through intensive Information, Education and Communication (IEC) activities with the involvement of Village Panchayats and various other Departments.

Fund Allocation

The Village Panchayats with 100% sanitation coverage in individual households, Schools, Anganwadis and free from open defecation with clean environmental through Solid Waste Management and water conservation and also provision of rain water harvesting in all the houses are eligible to be nominated for the “cash award” of Rs.5.00 lakh by the State.

For every year, cash award of Rs.5.00 lakh has been given for selected 31 Village Panchayats at the rate of one Village Panchayat from each District.

Details of contact to avail benefits from this Scheme and if any details required about the Scheme

State Level : Director of Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai-15.

District Level : District Collector and Project Director, DRDA

Block Level : Block Development Officer (Village Panchayats)

13. Solid Waste Management System

Introduction

Solid Waste Management scheme was implemented from the year 2015-16, initially in the select 2,000 Village Panchayats under Phase I and this scheme was extended to another 7,000 Village Panchayats under Phase II. This scheme was again extended during the year 2016-17 to the remaining 3,524 Village Panchayats in the State.

Scheme Vision

In order to keep the Village Panchayats Clean and tidy, the Government have established Solid Waste Management (SWM) System with recycling and waste disposal facilities in the Village Panchayats.

SWM Implementation

Village Panchayat is the unit for implementation, wherever there is only one habitation. Each Habitation or cluster of habitations can be the unit in bigger Panchayats.

- ❖ Solid Waste is segregated into biodegradable and non-biodegradable before disposal.
- ❖ Two Pits for Composting and one for Sanitary Landfill are dug up under MGNREGS.
- ❖ Under Solid Waste Management activities, 'Thooimai Kaavalars' are engaged in all the 12,524 Village Panchayats selected through VPRC / PLF on outsourcing basis at the rate of one worker per 150 households in the Village Panchayats with monthly payment of Rs. 2,600/- per Thooimai Kaavalar. They are engaged in door to door collection of waste, segregation, transporting to dumping site, etc.
- ❖ The State Government have sanctioned Rs.206.04 Crore under SFC grant for the year 2018-19 for making of payments to 'Thooimai Kaavalars' through VPRC / PLF.
- ❖ Infrastructure facility like, Tricycles, Pushcarts implements for cleaning and Jackets, Gloves, Cap, etc., for Thooimai Kaavalars, segregation

cum storage sheds, Street Garbage Bins, Shredding Machine, etc., have been provided under the Scheme.

- ❖ To cater to the special needs of peri urban village panchayat and village panchayats in hills areas, battery operated push carts and motorized pickup vehicles have been provided under scheme.
- ❖ Village Poverty Reduction Committee / Panchayat Level Federation act as a nodal agency to supervise the Thooimai Kaavalars.
- ❖ The income generated by the Village Panchayats through sale proceeds of Bio-Degradable and Re-Cyclable Waste is deposited into Village Panchayat Solid Waste Management Account.

Formation of SWM Monitoring Committee

In order to monitor the day to day activities, Solid Waste Management Committees are constituted in the Village Panchayats concerned with the following Members: -

- 1) Village Panchayat President
- 2) Village Panchayat Vice President
- 3) Village Panchayat Ward Member concerned
- 4) One Local VPRC/PLF representative for every Habitation and
- 5) Worksite Supervisor engaged under MGNREGS.

The Ward Member and the VPRC/PLF representative of the Habitation concerned will monitor the Solid Waste Management activities in their respective areas.

Details of Contact to avail benefits from this Scheme and if any details required about the Scheme.

State Level : Director of Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai-15.

District Level : District Collector and Project Director, DRDA.

Block Level : Block Development Officer (Village Panchayats).

Village Level : Village Panchayat President / Special Officer

14. Maintenance of School Toilets

Introduction

The Scheme is being implemented in Panchayat Union Schools and Government Schools in rural areas from 2015-16 onwards.

Scheme Vision

In order to improve the health, hygiene and sanitation facilities for the students studying in Panchayat Union and Government Schools in the Village Panchayats.

Special features

- ❖ The Head Master / Parents Teachers Association / Village Panchayats shall engage one Sanitation Worker for each of the Government / Panchayat Union School on Outsourcing basis through Village Poverty Reduction Committee (VPRC) or Panchayat Level Federation (PLF) or through any other Outsourcing Agency.
- ❖ The Sanitary workers so engaged is responsible for cleaning both girls and boys toilets, class rooms and premises.
- ❖ Cleaning of toilets should be done atleast twice a day compulsorily, preferably once in the morning and once in the afternoon.
- ❖ Cleaning of Classrooms should be done daily, once in the morning.
- ❖ Cleaning of School premises should be done at least twice a week, preferably, on all Mondays and Thursdays.
- ❖ Apart from regular cleaning, mass cleaning of School premises and vicinity should be done once in two months or immediately before the reopening of schools after quarterly / half yearly and annual exam holidays through Thooimai Kaavalars and Mazdoors, jointly organised by RD & PR and School Education Department Staff.
- ❖ Monthly payment to outsourced sanitary workers have been prescribed and funds for cleaning material provided based on the category of schools.
- ❖ The Headmasters concerned shall release the payment to the outsourced sanitary worker through the VPRC / PLF / Outsourcing agencies for every month.

- ❖ The Cleaning materials for the amount eligible for the school shall be procured by the school headmaster concerned.
- ❖ The BDO (VP) shall release funds to the Village Education Committee account of the school for making payment to the outsourced sanitary workers and also for cleaning material well in advance, based on expenditure report received.
- ❖ The School Headmaster concerned is responsible for monitoring the cleanliness of toilets, class rooms and school premises.
- ❖ The Village Panchayat Presidents, Ward Member and Parents Teachers Association (PTA) shall inspect and review cleanliness of toilets, class rooms and school premises atleast once in a month.
- ❖ A joint co-ordination committee headed by District Collector with District Level Officers from Rural Development and Panchayat Raj Department and Education Department will monitor overall cleanliness of all Government / Panchayat Union School in Rural Areas and conduct periodical review meeting.

Financial Allocation

The details of funds allocated for the monthly payment to the Sanitary Workers and Purchase of cleaning materials are as follows:

| Sl. No. | Type of Schools | Amount per month for Sanitary Worker (In Rupees) | Amount per Month for Cleaning materials (In Rupees) |
|---------|--|--|---|
| 1. | Panchayat Union / Government Primary Schools | 1,000/- | 300/- |
| 2 | Panchayat Union / Government Middle Schools | 1,500/- | 500/- |
| 3. | Government High Schools | 2,250/- | 750/- |
| 4. | Government Higher Secondary Schools | 3,000/- | 1,000/- |

Details of Contact to avail benefits from this Scheme and if any details required about the Scheme.

- State Level : Director of Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai-15.
- District Level : District Collector and Project Director, DRDA.
- Block Level : Block Development Officer (Block Panchayats).

15. Socio Economic Development Programme in Dharmapuri and Krishnagiri Districts

Objectives

Socio Economic Development Programme (SEDP) to curb the Activities of Naxalite Elements in Dharmapuri and Krishnagiri Districts.

Works Taken Up

- ❖ Construction of New Houses, Renovation of Group Houses
- ❖ Providing self employment training programme, instruments and apparatus to youths
- ❖ Individual helps to Differently abled persons, widows, lady deserted by her husband
- ❖ Construction of Aavin booth
- ❖ Providing of Solar power sprayers to Agriculture labourers, Solar Power pumpsets distributed to farmers
- ❖ Extension of pipeline for Hogenakkal compound water supply Scheme
- ❖ Modernization of Anganwadi Centres
- ❖ Construction of New IHHL for existing damaged IHHL, for construction of IHHL the raw materials prepared by Self Help Groups
- ❖ R.O Water plant for schools
- ❖ Supply of sports material to children in Anganwadi centres
- ❖ Procurement of essential emergency equipments to Primary Health centre

Fund Allotment :

The required Fund Source of this scheme 100% provided by the State Government.

The Approching Officers for benefiting the Scheme and getting Other information of the Scheme

- | | | |
|----------------|---|--|
| State Level | : | Director of Rural Development and Panchayat Raj, Chennai -15 |
| District Level | : | District Collector and Project Director, District Rural Development Agency, Dharmapuri and Krishnagiri Districts |
| Block Level | : | Block Development Officer (Block Panchayat) |

CENTRAL SCHEMES

16. Mahatma Gandhi National Rural Employment Guarantee Scheme

Scheme Implementation

The Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) was first notified on 02.02.2006 in 6 districts namely Cuddalore, Villupuram, Tiruvannamalai, Nagapattinam, Dindigul and Sivagangai in first phase.

In second phase the Scheme was introduced in another four Districts namely Thanjavur, Thiruvarur, Tirunelveli and Karur.

From 01.04.2008 onwards the scheme was further extended to the remaining 21 Districts.

Objective of the Scheme

- ❖ Providing not less than one hundred days of unskilled manual work as guaranteed employment in a financial year to every household in rural areas on demand, resulting in creation of productive assets of prescribed quality and durability.
- ❖ Strengthening the livelihood of the poor by creating basic resources.
- ❖ Proactively ensuring social inclusion.
- ❖ Strengthening of Panchayat Raj Institutions.

Selection of works

Shelf of works and the order of priority of works are prepared in every Village Panchayat and is approved by the Grama Sabha.

Eligibility to demand for work

- ❖ Physically capable persons can be employed under this scheme.
- ❖ Should reside in the same village panchayat.
- ❖ Volunteer to do any manual work.
- ❖ Male / Female who have completed the age of 18 years.
- ❖ Apart from those who belong to BPL, those who are unemployed may also request work under MGNREGS.
- ❖ Minimum 33% of beneficiaries should be women.



Practice

Under Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) a minimum of 8 hrs (including lunch break of 1 hour) of labour will entitle a person to earn wages as fixed by the Government.

Salient Features of the Scheme

- ❖ The wages should be paid to agricultural (unskilled) workers based on Minimum Wages Act 1948.
- ❖ Per day per person wages are notified by Government of India. In 2011-12, the notified wage rate was Rs.119/- per day. In 2012-13 it has been increased to Rs.132/-, in 2013-14 the wage was Rs.148/- and in 2014-15 it was Rs.167/- in 2015-16 it was Rs.183/- in 2016-17 it was Rs.203/- in 2017-18 it was Rs.205/- in 2018-19 it was Rs. 224/- in 2019-20 it is Rs. 229/- per day.
- ❖ Wages are equal to both Men and Women.
- ❖ Rs.25,000/- is given as ex-gratia to those who lost their lives or are fully disabled during the course of the work.
- ❖ At present, the wages of all the workers in the State are credited through Ne-FMS. The payment of wages should be ensured within 15 days.
- ❖ One third of total beneficiaries should be women.
- ❖ Worksite facilities such as drinking water, first aid, resting shelters etc. should be provided.

- ❖ The worksite should be within the radius of 5 Kms from the village. If the worksite exceeds 5 Kms, additional wage of 10% of existing wage rate is payable to meet the cost towards transportation and living expenses. However in Tamil Nadu, worksites are being fixed in such a way that works are available within a radius of 2 Kms.
- ❖ Based on the operational guidelines, the shelf of projects should be approved by Grama Sabha. The 50% of the above work should be allotted to village panchayat for implementation.
- ❖ The cost of the material component, wages of skilled and semi skilled workers are shared between the Central and State Government in the ratio of 75:25 while the wage for unskilled labour is 100% borne by Central Government.
- ❖ The Wage and Material Component have to be maintained at 60: 40 ratio for all the works.
- ❖ All activities are transparently entered in website (www.nrega.nic.in). Hence, public can easily get the details about the scheme from website.
- ❖ From 2017-18, e-MR has been adopted in all 12,523 Village Panchayts disbursement of wages is done through National Electronics Fund Management System (Ne-FMS) from 7.11.2016.
- ❖ Contractors or Labour displacing machineries are not allowed. Now, there may be activities in executing works which cannot be carried out by manual labour, wherein use of machine may become essential for maintaining the quality and durability of works. Machines can be used in Dugwell, Road Connectivity, Construction of building, Plantation as per GoI guidelines.
- ❖ Grama Sabha conducts the Social Audit in respect of MGNREGS through village Social Audit Team.
- ❖ A Toll Free Help Line "1299" has also been provided in each district as part of Grievance redressal mechanism.
- ❖ Public can see the account details and documents of this scheme.
- ❖ Tamil Nadu State Employment Guarantee Council (TNSEGC) has been set up to guide, monitor and evaluate the implementation of the Scheme at State level under MGNREG Act, Section 12.

- ❖ 7 Mandatory Registers prescribed by GoI and Job Card Stock Register in addition are maintained in all village panchayats.
- ❖ Worksite Information Boards depicting the details of work i.e. Name of the work, sanctioned amount, person days generated, duration of work etc are installed in all districts. All assets created under MGNREGS have been geotagged.

Special works for Differently-Abled

The following Special activities have been assigned to the disabled persons at the MGNREGS worksite based on the Government Order No.52, RD&PR (CGS1) Department, Dated: 25.06.2012.

- ❖ Waterman / Water woman at the worksite, who can distribute water to the workers.
- ❖ Caretaker to look after children.
- ❖ Assisting the care taker (for every 5 Children, one additional assistant caretaker allowed).
- ❖ Assisting the worksite supervisor in pre-marking if the number of worker is above 100 then 1 differently abled person shall be permitted to assist the worksite supervisor.

Differently abled persons can be involved for the following minor works

- ❖ Clearing uprooted jungle from the site (only scrubs, light jungle, etc).
- ❖ Watering (wetting) the area to be desilted (especially in summer).
- ❖ Compacting the earth deposited on bund by using spade, solid rod and earth breaking rods.
- ❖ Benching and leveling the bund.
- ❖ Sectioning and sloping of the bund.

Earth Work

- ❖ The Differently-abled, who are able to carry out physical work can be utilized for earth work related activities like jungle clearance, desilting work, planting and refilling, watering, etc.
- ❖ In the worksites where the number of differently abled persons are less in number then they must be engaged only in the special activities enlisted above.

- ❖ In the worksites where the number of differently abled workers are high, then they are engaged in earth work. In such cases they can be grouped into 5 or 10 workers and the premarking shall be done only for 50% of quantity earmarked for regular workers.

Permissible Works under this Scheme

Public Works

- ❖ Renovation of water bodies
- ❖ Desiltation of supply channels
- ❖ Strengthening of bunds of irrigation tanks
- ❖ Earthen Bunding
- ❖ Recharge Shaft
- ❖ Check Dams (Boulder, Gabion, Concrete)
- ❖ Minor Bridges, Culverts and Causeways
- ❖ Stone Bunding
- ❖ Soak Pit
- ❖ Recharge Pit
- ❖ Construction of Segregation Shed
- ❖ Formation of new Earthen and Metal Roads / CC Pavement / Paver Block Roads
- ❖ Water / Soil Conservation works and Flood Control works
- ❖ Afforestation / Tree plantation works for Drought avoidance

The following Common Infrastructure works have been taken up under MGNREGS as per Revised Schedule I para (4)

- ❖ Village Panchayat Service Centres.
- ❖ Block Panchayat Service Centres.
- ❖ Anganwadi Centres.
- ❖ Panchayat Office Building.
- ❖ Food Grain Godowns.
- ❖ Threshing Floor.
- ❖ Village haats.
- ❖ Milk collection centre.

- ❖ Plantation on both side of Roads.
- ❖ Construction of Vermi Compost Units.
- ❖ Construction of SHG / Panchayat Level Federation Buildings.

Works which are creating Individual Assets

- ❖ Formation of Farm Ponds.
- ❖ Plantation on Farmers Land / Land Development Activities.
- ❖ Formation of Dug wells (Individual / Community).
- ❖ Using unskilled wage component from MGNREGS to the other Rural Development Department implementing Programmes like Pradhan Mantri Awaas Yojana, Chief Minister's Solar Powered Green House Scheme by converging with MGNREGS.
- ❖ Providing Irrigation facilities, Planting activities, Land Development activities and Horticulture related works in the land of Scheduled Caste, Scheduled Tribes, Small/Medium Farmers, Land Reform beneficiaries, PMAY / IAY beneficiaries and below poverty line people.
- ❖ Vermi Compost Units in Individual lands and Vermi Compost units in Village Panchayat lands.
- ❖ Infrastructure for Azolla Cultivation.
- ❖ Nochi Plants to the rural households.
- ❖ Individual Soak Pit.
- ❖ NADEP Compost Pits.
- ❖ Poultry Shelters construction.
- ❖ Goat Shelters Construction.
- ❖ Cattle Shelters Construction.
- ❖ Cattle Fodder/ Troughs.

As informed by GoI, the Citizen Information Boards on Scheme guidelines, work details, quantum of work to be done are fixed in the worksites as part of Information, Education, Communication (IEC) activities. Wall writing done in Village Panchayat Office / VPSC Buildings, so that the workers are aware about their duties and rights of the work.

Implementation of the scheme

- ❖ Selection of works, implementation of the works are the duty of the village panchayats.

- ❖ The Administrative Sanction (AS) is given by District Collector based on the priority of works to be taken from the Shelf of Projects prepared by Village Panchayats. The Labour Budget for every village panchayat is approved based on the expenditure incurred during the previous year.
- ❖ The habitations in a village panchayat are grouped into clusters in such a way that minimum 1 work per cluster is executed so that all the workers can come to the worksite from the habitations of the particular cluster. For example, if 10 habitations of a village panchayat is grouped into 4 cluster, minimum 4 works will be executed in that village panchayat.
- ❖ The same number of works are being executed at a time in village panchayats.

MGNREGS WEEK: From Thursday to Wednesday

| Stage Number | Processes for the payment of wages through Ne-FMS | Time limit for each of the sub processes (In Days) |
|---------------------|---|---|
| 1. | Starting of work | Thursday |
| 2. | Closure of Nominal Muster Roll | Wednesday |
| 3. | Handing over of NMR to Technical Persons | 2 days (Wednesday & Thursday) |
| 4. | Measurement of works | 3 Days (Thursday to Saturday) |
| 5. | Check-Measurement of works | 3 Days (Friday, Saturday , Monday of next week) |
| 6. | Generation of Wage List (MIS entries of wage, attendance, Measurements entry and wage list generation). | 5 Days (Friday, Saturday and Monday, Tuesday, Wednesday of next week) |
| 7. | Generation of FTOs | 5 Days (Saturday and Monday, Tuesday, Wednesday, Thursday) |

Fund allocation

For Mahatma Gandhi National Rural Employment Guarantee Scheme workers, the wages are credited to beneficiaries Bank accounts directly by Government of India through National Electronic Fund Management System (Ne-FMS) from 6th November 2016. The fund received from Central Government for Administrative and Material Component is released by Electronic Fund Management System (e-FMS) from April 2017.

Implementation of the Scheme

1. Implementation of the Scheme at State level

State Employment Guarantee Council

- ❖ Guide the State Government to implement the Scheme.
- ❖ Monitor the implementation of the scheme in State.
- ❖ Function in co-ordination with Central Employment Guarantee Council.
- ❖ Prepare the Annual report and submit it to the State Legislative Assembly.
- ❖ The State Co-ordinator for the council is Director / Commissioner of Rural Development.
- ❖ Director / Commissioner is the Co-ordinator for State Employment Gurantee Council Fund.

2. Implementation of the Scheme at District level.

The District Collector is the Co-ordinator of this scheme and Project Director, DRDA is the Joint Co-ordinator at district level. Their role is as follows:

- ❖ To implement the scheme in co-ordination with Block Development Officers by giving administrative sanction and release of funds.
- ❖ To monitor the works.
- ❖ Taking necessary action on petition and grievances.
- ❖ Sending periodical report to State Government.

3. Implementation of the Scheme at Block Level.

The Block Development Officer (VP) will act as Programme Officer. His duty is as follows:

- ❖ To send the consolidated action plan of village panchayats to District Administration.
- ❖ Ensure the timely payment of wages to workers and ensure the conduct of Grama Sabha.
- ❖ To monitor the works in village panchayat.

- ❖ To send reports to District Administration.

4. Implementation of the Scheme at Village Panchayat Level.

The Village Panchayat President will act as the village programme Co-ordinator and his role is as follows:

- ❖ To select the works on priority basis, get the approval of Grama Sabha and send the list of works / Plan of Action to Block Development Office for approval.
- ❖ To register the details of Job Card seekers and register their details and issue Job Card.
- ❖ To oversee the works.
- ❖ Maintaining the register of the scheme.
- ❖ Providing the basic facilities in worksites.
- ❖ To send the report on workers who are injured and get into accidents at worksite.

To obtain the benefits under the scheme and more details contact the following officials.

At State level : Director of Rural Development and Panchayat Raj, Panagal Building, Saidapet, Chennai-15.

At District Level : The District Collector and Project Director, DRDA.

At Block Level : Block Development Officer (Village Panchayat).

At Village Panchayat level : Village Panchayat President / Special Officer.

Grievance Redressal Mechanism and Contact Persons

| Sl. No | Details | Contact Person | Time Period | Appellate Authority |
|--------|--|---------------------------------------|-----------------|--|
| 1 | Registration of Job Card | Panchayat President / Special Officer | 15 days | Block Development Officer (VP) |
| 2 | 100 days of employment to a family | Panchayat President / Special Officer | 15 days | Block Development Officer (VP) |
| 3 | Basic facilities at work site (Drinking water and First Aid) | Panchayat President / Special Officer | - | Block Development Officer (VP) |
| 4 | Charges towards medical treatment to a worker in case of injury, Expenditure and payment of daily allowance not less than half of the wage rate. | Panchayat President / Special Officer | - | Block Development Officer (VP) |
| 5 | Payment of wages | Panchayat President / Special Officer | Maximum 15 days | Block Development Officer (VP) |
| 6 | Payment of 10% additional wages if the distance of worksite exceeds 5 Kms. | Panchayat President / Special Officer | - | Deputy Block Development Officer, Block Development Officer (VP) |
| 7 | Toll Free Complaint line "1299" | Joint Programme Coordinator | Office Time | District Programme Co-ordinator |
| 8 | Social Audit and Special Grama Sabha | Panchayat President / Special Office | Yearly 4 times | Block Development Officer (VP) |
| 9 | Payment of full wages to differently abled person with 40% or more disability for 50% of the work. | Panchayat President / Special Officer | - | Block Development Officer (VP) |

17. SWACHH BHARAT MISSION (GRAMIN)

Introduction

Total Sanitation Campaign (TSC) was introduced in 1999 in Tamil Nadu, by the Government of India and extended to all the Districts by 2004. This Scheme was renamed by Government of India as Nirmal Bharat Abhiyan (NBA) with effect from 1.4.2012.

The Government of India launched Swachh Bharat Mission (Gramin) on 2nd October, 2014.

Objectives of the Scheme

- a. Bring about an improvement in the general quality of life in the rural areas, by promoting cleanliness, hygiene and eliminating open defecation.
- b. Accelerate sanitation coverage in rural areas to achieve the vision of Swachh Bharat by 2nd October, 2019.
- c. Motivate Communities and Panchayat Raj Institutions to adopt sustainable sanitation practices and facilities through awareness creation and health education.
- d. Encourage cost effective and appropriate technologies for ecologically safe and sustainable sanitation.
- e. Develop wherever required, Community managed sanitation systems focusing on scientific Solid and Liquid Waste Management systems for overall cleanliness in the rural areas.

Implementation of the Scheme

Individual Household Latrines

| | | |
|---------------|---|-------------|
| Unit Cost | : | Rs.12,000/- |
| Central Share | : | Rs. 7,200/- |
| State Share | : | Rs. 4,800/- |

Eligibility Norms for getting Incentive / Financial Assistance by Rural Households under the Scheme.

- a. Households living in Below Poverty Line (BPL).
- b. Above Poverty Line (APL) restricted to Schedule Caste / Schedule Tribes, Small and Marginal Farmers, Landless Labourer and Homestead, Differently Abled and Women Headed Households.
- c. All the 12,524 Village Panchayats in the Tamil Nadu have declared themselves as ODF through Grama Sabha.

Community Sanitary Complexes:

| | |
|------------------------------------|-----------------------|
| Total Unit Cost | : Rs.2,00,000/- |
| Central Share | : Rs.1,20,000/- (60%) |
| State Share | : Rs.60,000/- (30%) |
| Community / Panchayat Contribution | : Rs.20,000/- (10%) |

The total assistant for Solid and Liquid Waste Management Project under SBM (G) (Central share 60% and State share 40%) shall be worked out on the basis of total number of Households in each Village Panchayat.

Details of Contact to avail benefits from this Scheme and if any details required about the Scheme.

- State Level : Director of Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai-15.
- District Level : District Collector and Project Director, DRDA.
- Block Level : Block Development Officer (Village Panchayats).
- Village Level : Village Panchayat President / Special Officer.

18. Pradhan Mantri Awaas Yojana (Gramin)

Objective of the Scheme:

The Centrally sponsored Housing Scheme Indira Awaas Yojana (IAY), revamped and renamed as Pradhan Mantri Awaas Yojana (Gramin) from the year 2016-17.

The PMAY(G) Scheme was launched on 20th November, 2016. The main objective of PMAY(G) scheme is to provide pucca houses with basic amenities to all poor houseless and households living in huts and dilapidated houses in rural areas.

Allocation of houses:

- ❖ At the District level, the District Collector shall decide the allotment of the houses to each Village Panchayats.
- ❖ 60% of total target under PMAY(G) shall be earmarked to SC/ST category and 40% for others (including minority)
- ❖ Further, 5% of the total allocation shall be allocated for physically challenged persons.

Eligibility norms for beneficiaries:

- ❖ Socio-Economic Caste Census-2011 (SECC-2011) data is the basis to identify the beneficiaries through Grama Sabha.
- ❖ Based on the automatic inclusion and exclusion criteria beneficiaries are shortlisted and prioritized.
- ❖ Beneficiary must own the extent of land enough to construct a 269 Sq. ft. house.
- ❖ Beneficiary must have clear patta for the site/house in the name of the head of the family (or) any other member of the household.
- ❖ Beneficiary should not have been benefitted under any other housing schemes of the Government.

Issue of e – Sanction Order to the Beneficiaries:

After confirming the eligibility of beneficiaries with reference to ownership and availability of requisite area for construction of house through the officials of Rural Development and Panchayat Raj Department, Block Development Officer (VP) will issue e-sanction order to the beneficiaries.

The Assistant Engineer / Junior Engineer and the Union Overseer shall be responsible for the construction and other technical aspects of construction.

Funding Source:

The cost will be shared between Central and State Government in the ratio of 60:40. The unit cost for each house is Rs.1,20,000 of which Government of India share is Rs.72,000 (60%) and Rs.48,000 is State share (40%). In addition to the unit cost, the Government of Tamil Nadu provides Rs.50,000 as additional grant towards RCC Roofing Cost. Hence, the total unit cost of a house in Tamil Nadu is Rs.1.70 Lakhs.

In addition to the unit cost, each beneficiary shall be paid the notified wage rate in force under MGNREGS towards the utilization of 90 person days for the construction of the house. (90 x Rs.229 = 20,610)

Further a sum of Rs.12,000 is provided to the beneficiary for construction of Individual House Hold Latrine (IHHL) in convergence with MGNREGS.

Highlights of the Scheme:

- ❖ Allocation of houses shall be done in name of Head of Family or Husband / Wife.
- ❖ Each house shall be constructed with a minimum plinth area of 269 Sq.ft (or) 25 Sq.mt.
- ❖ The beneficiaries should themselves construct their houses.
- ❖ Each house should be constructed with Individual House Hold Latrines in convergence with MGNREG Scheme.
- ❖ Cement is provided to the beneficiaries at subsidized rate. Further steel, doors & windows is also provided based on the need of the

beneficiaries and the proportionate cost for supply of materials is deducted from the payments due to the beneficiaries.

- The payment is made in 4 stages to the beneficiaries and the payments are being credited directly to their bank account through Public Financial Management System. (PFMS)
- The name of the scheme, beneficiary's name and year of construction shall be painted prominently on each completed house.

Consulting Officers to avail the scheme benefits and to know about the details of the Scheme

At State Level : Director of Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai-15

At District Level : District Collector and Project Director, District Rural
Development Agency

At Block Level : Block Development Officer (VP)

At Panchayat Level : Special Officer / Block Development Officer (VP)

19. Member of Parliament Local Area Development Scheme (MPLADS)

Objective

The Member of Parliament Local Area Development Scheme (MPLADS) provides infrastructure facilities and bridges the gap existing in the infrastructure facilities provided in Rural and Urban areas.

The Scheme started in the year 1993.

Fund Allotment

Rs.5 Crore allotted for Each Member of Parliament

Selection of Districts

a) Member of Lok Sabha

The Members of Lok Sabha can recommend the works within their Constituencies

b) Member of Rajya Sabha

The Members of Rajyasabha can recommend the works within their State in one or more Districts

c) Nominated Member

The Nominated Members can recommend the works anywhere in the Country.

Nodal Districts

A Member of Parliament can choose the Nodal Districts and inform to Ministry of Statistics and Programme Implementation.

If a Lok Sabha Constituency is spread over more than one Districts the Member of Parliament can choose any one of the District as Nodal District.

Permitted Components of Works

The Members of Parliament can recommend the works within their Constituencies to create fixed assets, as per the Guidelines as in force.

Works to Scheduled Caste and Scheduled Tribe:

- ❖ Member of Parliament Local Area Development Fund utilized for 15% for Scheduled caste area and 7.5% for Scheduled Tribe area
- ❖ In case there is insufficient tribal population in the area the tied fund can be utilized for Scheduled Caste area
- ❖ In case if there is insufficient Scheduled Caste population in the area the tied fund can be utilized for Scheduled Tribe area

Implementation Methods

- ❖ Under the Scheme Each Member of Parliament shall recommend the works within their constituency as per the Guidelines to District Collector
- ❖ The District Collector can give Administrative Sanction
- ❖ After the Administrative Sanction given, the works executed by the related departments through tender

The Approaching Officers for benefiting the Scheme and getting other information of the Scheme

| | | |
|--------------------|---|--|
| Constituency Level | : | Lok Sabha / Rajya Sabha Member |
| State Level | : | Director of Rural Development and Panchayat Raj, Panagal Building, Saidapet, Chennai-15. |
| District Level | : | District Collector and Project Director, District Rural Development Agency |
| Block Level | : | Block Development Officer (Block Panchayat) |

20. Pradhan Mantri Gram Sadak Yojana

Objective

The objective of Pradhan Mantri Gram Sadak Yojana (PMGSY) is to provide all weather road with culverts and cross drainage structures to eligible unconnected habitations with population more than 500.

Implementation

The Village roads which are selected under this scheme are being implemented by the concerned Project Director, District Rural Development Agency. The Other District Roads (ODRs) are being implemented by the Divisional Engineer (NH).

Fund Allocation

PMGSY is being implemented with 60% Central share and 40% State share.

Selection of Works

As per guidelines under the scheme, road connectivity is provided to habitations with more than 500 population. Further, roads which are in damaged condition and are part of Core Network approved by National Rural Infrastructure Development Agency (NRIDA) are taken up for upgradation.

Officers to contact to know about the benefits of the Scheme and other details

| | | |
|----------------|---|---|
| State Level | : | Director of Rural Development and Panchayat Raj, Panagal Building, Saidapet, Chennai-15. |
| District Level | : | District Collector and Project Director, DRDA |
| Block Level | : | Block Development Officer (Block Panchayat) |

21. Grievance Redressal Mechanism

Grievance regarding Village Panchayat administration and Panchayat Union administration may be addressed to Block Development officer and Assistant Director (Panchayats). The grievance on Village Panchayat functioning may be given to District Collectors on every Monday at the District Collector's office during Grievance Day and in Mass Contact Programme conducted once in a month.

The contact numbers, email and fax numbers of District Collectors, Project Directors (District Rural Development Agency), Assistant Director (Panchayats), Personal Assistant (Development) to Collector are given in this book.

District Collector

| S.No. | District Name | STD Code | District Collector Office | | | E-mail Address |
|-------|-----------------|----------|---------------------------|----------|----------|--------------------|
| | | | Telephone | | Fax | |
| 1 | Kancheepuram | 044 | 27237433 | 27237424 | 27238477 | collrkpm@tn.nic.in |
| 2 | Thiruvallur | 044 | 27661600 | 27662451 | 27662299 | collrtlr@tn.nic.in |
| 3 | Cuddalore | 04142 | 230999 | 230651 | 230555 | collrcud@tn.nic.in |
| 4 | Villupuram | 04146 | 222450 | 223264 | 222470 | collrvpm@tn.nic.in |
| 5 | Vellore | 0416 | 2252345 | 2252501 | 2253034 | collrvel@tn.nic.in |
| 6 | Tiruvannamalai | 04175 | 233333 | 232260 | 233026 | collrtvm@tn.nic.in |
| 7 | Salem | 0427 | 2452233 | 2451172 | 2400700 | collrslm@tn.nic.in |
| 8 | Namakkal | 04286 | 281100 | 281101 | 281106 | collrnmk@tn.nic.in |
| 9 | Dharmapuri | 04342 | 230500 | 234444 | 230886 | collrdpi@tn.nic.in |
| 10 | Krishnagiri | 04343 | 239500 | 239301 | 239300 | collrkgi@tn.nic.in |
| 11 | Erode | 0424 | 2266700 | 2260207 | 2262555 | collrerd@tn.nic.in |
| 12 | Tirupur | 0421 | 2218811 | 2474722 | 2218822 | collrtup@tn.nic.in |
| 13 | Coimbatore | 0422 | 2301320 | 2301114 | 2301523 | collrcbe@tn.nic.in |
| 14 | The Nilgiris | 0423 | 2442344 | 2442450 | 2443971 | collrnlg@tn.nic.in |
| 15 | Thanjavur | 04362 | 230102 | 230121 | 230857 | collrtnj@tn.nic.in |
| 16 | Nagapattinam | 04365 | 252700 | 252500 | 253048 | collrngp@tn.nic.in |
| 17 | Thiruvarur | 04366 | 223344 | 221000 | 220889 | collrtvr@tn.nic.in |
| 18 | Tiruchirappalli | 0431 | 2415358 | 2415031 | 2411929 | collrtry@tn.nic.in |
| 19 | Karur | 04324 | 257555 | 256508 | 257800 | collrkar@tn.nic.in |
| 20 | Perambalur | 04328 | 225700 | 224200 | 224455 | collrpmb@tn.nic.in |
| 21 | Ariyalur | 04329 | 223351 | 228336 | 223351 | collrari@tn.nic.in |
| 22 | Pudukkottai | 04322 | 221663 | 221624 | 221690 | collrpdk@tn.nic.in |
| 23 | Madurai | 0452 | 2531110 | 2532501 | 2533272 | collrmdu@tn.nic.in |
| 24 | Theni | 04546 | 253676 | 255401 | 251466 | collrthn@tn.nic.in |
| 25 | Dindigul | 0451 | 2461199 | 2460080 | 2461082 | collrdgl@tn.nic.in |
| 26 | Ramanathapuram | 04567 | 231220 | 230056 | 230558 | collrrmd@tn.nic.in |
| 27 | Virudhunagar | 04562 | 252525 | 252600 | 252500 | collrvnr@tn.nic.in |
| 28 | Sivagangai | 04575 | 241466 | 240391 | 241581 | collrsvg@tn.nic.in |
| 29 | Tirunelveli | 0462 | 2501222 | 2501032 | 2500224 | collrtnv@tn.nic.in |
| 30 | Thoothukudi | 0461 | 2340600 | 2340601 | 2340606 | collrtut@tn.nic.in |
| 31 | Kanniyakumari | 04652 | 279555 | 279090 | 260999 | collrkkm@tn.nic.in |

Project Director, District Rural Development Agency

| S.No. | District Name | STD Code | District Collector Office | | | E-mail Address |
|-------|-----------------|----------|---------------------------|----------|----------|---------------------|
| | | | Telephone | | Fax | |
| 1 | Kancheepuram | 044 | 27238651 | 27237153 | 27238651 | drdakpm@tn.nic.in |
| 2 | Thiruvallur | 044 | 27663808 | 27663731 | 27661517 | drdatlr@tn.nic.in |
| 3 | Cuddalore | 04142 | 294278 | 294159 | 294161 | drdacud@tn.nic.in |
| 4 | Villupuram | 04146 | 223432 | 222481 | 222481 | drdavpm@tn.nic.in |
| 5 | Vellore | 0416 | 2253334 | 2253177 | 2258348 | drdavel@tn.nic.in |
| 6 | Thiruvannamalai | 04175 | 233720 | 232172 | 232639 | drdatvm@tn.nic.in |
| 7 | Salem | 0427 | 2451236 | 2451563 | 2451236 | drdaslm@tn.nic.in |
| 8 | Namakkal | 04286 | 280107 | 280108 | 280107 | drdanmk@tn.nic.in |
| 9 | Dharmapuri | 04342 | 230128 | 234147 | 230733 | drdadpi@tn.nic.in |
| 10 | Krishnagiri | 04343 | 231800 | 230022 | 239364 | drdakgi@tn.nic.in |
| 11 | Erode | 0424 | 2260444 | 2260555 | 2260555 | drdaerd@tn.nic.in |
| 12 | Tiruppur | 0421 | 2971145 | 2971146 | 2218999 | drdatup@gmail.com |
| 13 | Coimbatore | 0422 | 2301547 | 2300756 | 2304445 | drdacbe@tn.nic.in |
| 14 | The Nilgiris | 0423 | 2443090 | 2442053 | 2443090 | drdangl@tn.nic.in |
| 15 | Thanjavur | 04362 | 231412 | 231190 | 270065 | drdatnj@tn.nic.in |
| 16 | Nagapattinam | 04365 | 253080 | 253051 | 253080 | drdang@tn.nic.in |
| 17 | Thiruvarur | 04366 | 222168 | 227100 | 227100 | drdatvr@tn.nic.in |
| 18 | Tiruchirappalli | 0431 | 2464851 | 2414153 | 2410580 | drdatry@tn.nic.in |
| 19 | Karur | 04324 | 257141 | 257601 | 256600 | drdakar@tn.nic.in |
| 20 | Perambalur | 04328 | 225277 | 225377 | 225377 | drdapmb@tn.nic.in |
| 21 | Ariyalur | 04329 | 228564 | 228565 | 223351 | drdaari@tn.nic.in |
| 22 | Pudukkottai | 04322 | 223766 | 221766 | 2323118 | drdapdk@tn.nic.in |
| 23 | Madurai | 0452 | 2532636 | 2530026 | 2531635 | drdamdu@tn.nic.in |
| 24 | Theni | 04546 | 254517 | 254902 | 254902 | drdathn@tn.nic.in |
| 25 | Dindigul | 0451 | 2460648 | 2461925 | 2460087 | drdatndgl@tn.nic.in |
| 26 | Ramanathapuram | 04567 | 231375 | 230630 | 230967 | drdarmd@tn.nic.in |
| 27 | Virudhunagar | 04562 | 252733 | 252809 | 252703 | drdavnr@tn.nic.in |
| 28 | Sivagangai | 04575 | 240388 | 242002 | 244272 | drdasvg@tn.nic.in |
| 29 | Tirunelveli | 0462 | 2500378 | 2500611 | 2501309 | drdatnv@tn.nic.in |
| 30 | Thoothukudi | 0461 | 2340575 | 2341003 | 2340088 | drdatut@tn.nic.in |
| 31 | Kanniyakumari | 04652 | 279889 | 279673 | 279889 | drdakkm@tn.nic.in |

Assistant Director (Panchayats)

| S.No. | District Name | District Collector Office | | E-mail Address |
|-------|-----------------|---------------------------|-----------|----------------------|
| | | STD Code | Telephone | |
| 1 | Kancheepuram | 044 | 27237175 | adptskpm@tn.nic.in |
| 2 | Thiruvallur | 044 | 27660446 | adptstlr@tn.nic.in |
| 3 | Cuddalore | 04142 | 221083 | adptscud@tn.nic.in |
| 4 | Villupuram | 04146 | 277167 | adptsvpm@tn.nic.in |
| 5 | Vellore | 0416 | 2553153 | adptsvel@tn.nic.in |
| 6 | Tiruvannamalai | 04175 | 232784 | adptstvm@tn.nic.in |
| 7 | Salem | 0427 | 2451632 | adptsslm@tn.nic.in |
| 8 | Namakkal | 04286 | 280152 | adptsnmk@tn.nic.in |
| 9 | Dharmapuri | 04342 | 232662 | adptsdpi@tn.nic.in |
| 10 | Krishnagiri | 04343 | 232899 | adptskgi@tn.nic.in |
| 11 | Erode | 0424 | 2660087 | adptserd@tn.nic.in |
| 12 | Tirupur | 0421 | 2971166 | adptstup@gmail.com |
| 13 | Coimbatore | 0422 | 2303509 | adptscbe@tn.nic.in |
| 14 | The Nilgiris | 0423 | 2444052 | adptsngl@tn.nic.in |
| 15 | Thanjavur | 04362 | 236258 | adptstnj@tn.nic.in |
| 16 | Nagapattinam | 04365 | 253055 | adptsng@tn.nic.in |
| 17 | Thiruvarur | 04366 | 221359 | adptstvr@tn.nic.in |
| 18 | Tiruchirappalli | 0431 | 2464058 | adptstry@tn.nic.in |
| 19 | Karur | 04324 | 256952 | adptskar@tn.nic.in |
| 20 | Perambalur | 04328 | 277705 | adptspmb@tn.nic.in |
| 21 | Ariyalur | 04329 | 228173 | adptsari@tn.nic.in |
| 22 | Pudukkottai | 04322 | 222171 | adptspdk@tn.nic.in |
| 23 | Madurai | 0452 | 2533288 | adptsmdu@tn.nic.in |
| 24 | Theni | 04546 | 262729 | adptsth@tn.nic.in |
| 25 | Dindigul | 0451 | 2427392 | adptstndgl@tn.nic.in |
| 26 | Ramanathapuram | 04567 | 230431 | adptsrmd@tn.nic.in |
| 27 | Virudhunagar | 04562 | 252765 | adptsvnr@tn.nic.in |
| 28 | Sivagangai | 04575 | 240283 | adptssvg@tn.nic.in |
| 29 | Tirunelveli | 0462 | 2573219 | adptstnv@tn.nic.in |
| 30 | Thoothukudi | 0461 | 2340597 | adptstut@tn.nic.in |
| 31 | Kanniyakumari | 04652 | 279882 | adptskkm@tn.nic.in |

Personal Assistant to Collector (Development)

| S.No. | District Name | STD Code | District Collector Office | | E-mail Address |
|-------|-----------------|----------|---------------------------|----------|--------------------|
| | | | Telephone | Fax | |
| 1 | Kancheepuram | 044 | 27662301 | 27237789 | papdkpm@tn.nic.in |
| 2 | Thiruvallur | 044 | 27662301 | 27665248 | papdtlr@tn.nic.in |
| 3 | Cuddalore | 04142 | 284567 / 562 | 294056 | papdcud@tn.nic.in |
| 4 | Villupuram | 04146 | 222664,223603 | 222470 | papdvpm@tn.nic.in |
| 5 | Vellore | 0416 | 2252718,2253265 | 2253265 | papdvel@tn.nic.in |
| 6 | Tiruvannamalai | 04175 | 232089,233023 | 232089 | papdtvm@tn.nic.in |
| 7 | Salem | 0427 | 2450367,2451683 | 2452960 | papdslm@tn.nic.in |
| 8 | Namakkal | 04286 | 280634,281114 | 280634 | papdnmk@tn.nic.in |
| 9 | Dharmapuri | 04342 | 230001,230561 | 230775 | papddpi@tn.nic.in |
| 10 | Krishnagiri | 04343 | 236200,233933 | 236200 | papdkgi@tn.nic.in |
| 11 | Erode | 0424 | 2268679,2266766 | 2268679 | papderd@tn.nic.in |
| 12 | Tirupur | 0421 | 2971178 / 77 | 2218766 | papdtup@gmail.com |
| 13 | Coimbatore | 0422 | 2300712,2303712 | 2303712 | papdcbe@tn.nic.in |
| 14 | The Nilgiris | 0423 | 2443937,2443829 | 2443971 | papdnlg@tn.nic.in |
| 15 | Thanjavur | 04362 | 237047,238170 | 230857 | papdtnj@tn.nic.in |
| 16 | Nagapattinam | 04365 | 253049,253081 | 253048 | papdng@tn.nic.in |
| 17 | Thiruvarur | 04366 | 221003,221360 | 226045 | papdtvr@tn.nic.in |
| 18 | Tiruchirappalli | 0431 | 2410876,2412307 | 2411929 | papdtry@tn.nic.in |
| 19 | Karur | 04324 | 257700 | 257700 | papdkar@tn.nic.in |
| 20 | Perambalur | 04328 | 277901,277956 | 224555 | papdpmb@tn.nic.in |
| 21 | Ariyalur | 04329 | 228901 / 902 | 228903 | papdari@tn.nic.in |
| 22 | Pudukkottai | 04322 | 221698,226624 | 221658 | papdpdk@tn.nic.in |
| 23 | Madurai | 0452 | 2531678,2532501 | 2531678 | papdmdu@tn.nic.in |
| 24 | Theni | 04546 | 254753,250066 | 250962 | papdthn@tn.nic.in |
| 25 | Dindigul | 0451 | 2460088,2460082 | 2432133 | papdtnlg@tn.nic.in |
| 26 | Ramanathapuram | 04567 | 231672,230059 | 231672 | papdrmd@tn.nic.in |
| 27 | Virudhunagar | 04562 | 252013 | 252500 | papdvnr@tn.nic.in |
| 28 | Sivagangai | 04575 | 240389,240391 | 241525 | papdsvg@tn.nic.in |
| 29 | Tirunelveli | 0462 | 2501036 | 2501036 | papdtnv@tn.nic.in |
| 30 | Thoothukudi | 0461 | 2340579,2340598 | 2340598 | papdtut@tn.nic.in |
| 31 | Kanniyakumari | 04652 | 279391, 279092 | 278019 | papdkkm@tn.nic.in |

Office Mobile Numbers

| S.No. | District Name | Project Director District Rural Development Agency | PA to District collector (Development) | Asst. Director Panchayats |
|-------|-----------------|--|---|------------------------------|
| 1 | Kancheepuram | 7373704201 | 7402606003 | 7402606005 |
| 2 | Thiruvallur | 7373704202 | 7402606110 | 7402606111 |
| 3 | Cuddalore | 7373704203 | 7402606217 | 7402606219 |
| 4 | Villupuram | 7373704204 | 7402606325 | 7402606326 |
| 5 | Vellore | 7373704205 | 7402606575 | 7402606606 |
| 6 | Tiruvannamalai | 7373704206 | 7402606609 | 7402606611 |
| 7 | Salem | 7373704207 | 7402606744 | 7402606746 |
| 8 | Namakkal | 7373704208 | 7402606852 | 7402606854 |
| 9 | Dharmapuri | 7373704209 | 7402606939 | 7402606941 |
| 10 | Krishnagiri | 7373704210 | 7402606997 | 7402607002 |
| 11 | Erode | 7373704211 | 7402607079 | 7402607082 |
| 12 | Tirupur | 7373704212 | 7402607160 | 7402607162 |
| 13 | Coimbatore | 7373704213 | 7402607246 | 7402607248 |
| 14 | The Nilgiris | 7373704231 | 7402608688 | 7402608690 |
| 15 | Thanjavur | 7373704214 | 7402607335 | 7402607336 |
| 16 | Nagapattinam | 7373704215 | 7402607429 | 7402607431 |
| 17 | Thiruvarur | 7373704216 | 7402607516 | 7402607518 |
| 18 | Tiruchirappalli | 7373704217 | 7402607671 | 7402607593 |
| 19 | Karur | 7373704218 | 7402607683 | 7402607685 |
| 20 | Perambalur | 7373704220 | 7402607783 | 7402607785 |
| 21 | Ariyalur | 7373704219 | 7402607734 | 7402607736 |
| 22 | Pudukkottai | 7373704221 | 7402607871 | 7402607859 |
| 23 | Madurai | 7373704222 | 7402607921 | 7402607923 |
| 24 | Theni | 7373704223 | 7402608011 | 7402608013 |
| 25 | Dindigul | 7373704224 | 7402608078 | 7402608079 |
| 26 | Ramanathapuram | 7373704225 | 7402608156 | 7402608158 |
| 27 | Virudhunagar | 7373704226 | 7402608263 | 7402608260 |
| 28 | Sivagangai | 7373704227 | 7402608350 | 7402608351 |
| 29 | Tirunelveli | 7373704228 | 7402608422 | 7402608423 |
| 30 | Thoothukudi | 7373704229 | 7402608541 | 7402608543 |
| 31 | Kanniyakumari | 7373704230 | 7402608624 | 7402608627 |

For Contact at State Level

THE DIRECTOR,
Rural Development and Panchayat Raj,
Panagal Building, Saidapet, Chennai - 600 015.
Phone : 044 – 24338690, Fax : 044 – 24343205
E-mail : drd.tn@nic.in

Tamilnadu Corporation for Development of Women

22. Tamilnadu Corporation for Development of Women

The Tamil Nadu Corporation for Development of Women Ltd was established in 1983. The objective of Tamil Nadu Corporation for Development of Women Ltd, are promoting socio-economic development and empowerment of women. Further to build capacity of poor and disadvantage women in order that they are enabled to cross all social and economic barriers, and thereby facilitate their full development into empowered citizens. Since 2012-13, this Corporation is implementing Tamilnadu State Rural Livelihood Mission to improve the livelihood of poor people.

A. Tamil Nadu State Rural Livelihoods Mission

The mission of TNSRLM is “to bring the poorest of poor and unreached families into the SHG network, establishing and strengthening the self managed institutions of the poor by enhancing their capacity and thereby promoting livelihoods with incremental income at the household level through sustainable Community Based Organizations”.

TNSRLM envisages that creation of sustainable livelihoods of the rural poor living below the poverty line in the 31 rural districts of Tamil Nadu. The focus of the Mission will also include leveraging financial resources, livelihood support, public services and to ensure their entitlements.

1. Social Mobilization and Inclusion

Under Tamil Nadu State Rural Livelihood Mission, all eligible rural poor households were identified through the method of ‘participatory identification of poor’ (PIP) process and validated the PIP data by Gram sabha in all Village Panchayats. While social mobilization emphasis is given to bring atleast one women member from each rural poor household into SHGs fold Special efforts and priority have been given to identify and mobilize Vulnerable households particularly SC/ ST, Differently Abled, Elderly, Minorities, etc into SHGs platform.

Formation of New Self Help Groups

A Self Help Group is an affinity-based, homogenous group consists of 12-20 members at the age of 18 to 60 with certain common goals and functional discipline and Special SHGs can be formed with minimum 5 members per SHG of vulnerable section such as People with Disabilities (PwDs), elderly persons, etc. Both adult men and women would be allowed to be members of special SHGs.

The new SHGs will require a series of one-to-one meetings with members, sensitization of the members about the advantages of joining the SHG, record the resolutions of SHG meetings and opening of savings bank account in the name of SHG.

Qualification of SHG members

1. The member should be selected from the target people identified from PIP list
2. The size of SHG - 12 to 20 members.
3. The age group of members – 18 to 60 years.
4. The member should be a resident of the same village

Functions of SHGs

The new SHG should follow the following 'panchasutra' (i.e)

- ❖ The Member of SHGs should follow 1) regular meetings 2) regular savings, 3) regular internal lending, 4) regular repayment of loans and 5) regular & transparent book keeping of SHG accounts
- ❖ The group should maintain Meeting minutes book, Savings cum attendance register, Cashbook, Loan ledger and Member's pass book.

Financial Benefits to SHGs

The SHGs formed under TNSRLM can be provided the following financial benefits

a. Seed Money to SHGs

Seed Money is a small sum of Rs.15,000/- provided to the SHGs on its completion of 3 months and grading. This is given as a means of encouragement and to supplement their internal savings, augment their corpus and to enable more members to avail internal loans.

b. Community Investment Fund

Community Investment Fund is a project fund given to SHGs as loan for their economic activities. Community Investment Fund is transferred from DMMU to PLF and in turn PLF release this amount to the SHG as a loan to undertake economic activities. Loan is given upto a maximum amount of Rs.75,000/- per SHG at 9% interest per annum. This amount is given to PLFs in one or more doses based on their livelihood activities so as to cover atleast 50% of SHGs.

C. Vulnerability Reduction Fund

The vulnerable people are identified in the project through Participatory Identification of Poor process. The Vulnerability Reduction Fund is provided to Differently abled and Vulnerable individual at the rate of Rs.10,000/- to Rs.25,000/-per individual at 6% interest per annum for consumption or production purposes. The loan amount is used to address issues such as food security, sudden sickness or hospitalization expenses, rehabilitation expenses to address natural calamities,etc. The Vulnerable Reduction Fund has been released through VPRC to individual for addressing poverty related issues to individuals.

Institution Building**Village Poverty Reduction Committee (VPRC)**

Village Poverty Reduction Committee (VPRC) is a committee constituted which is responsible for the reduction of poverty at the village level and also provide assistances to the vulnerable section to reduce the vulnerability.

Panchayat Level Federation (PLF)

Panchayat Level Federations have been formed at the Village level and all the SHGs get federated under PLF and the PLFs are registered under the Tamil Nadu Societies Registration Act, 1975.

PLF will act as a Primary Level Federation and it is the most important link between the Project and the Village Community.

Roles & Responsibilities:

- ❖ The main responsibility is to mobilize all eligible women identified in the PIP process into Self Help Groups,
- ❖ To strengthen and lead the SHGs through financial interventions
- ❖ To disseminate the information about the project among the SHGs,
- ❖ To support the SHGs in maintenance of accounts and audit as well as arranging for grading and credit rating
- ❖ Converging with various Government departments to take up such activities like social issues, health, Nutrition and gender issues for women development

Formation of Block Level Federation (BLF)

Block Level Federation (BLF) is the secondary level federation of PLFs & VPRCs functioning in all the Village Panchayats. BLFs will be a platform for strengthening the primary level institutions, such as VPRCs & PLFs.

The Functions of BLF are a) To enhance skills of the SHGs in accessing the bank linkages, b) to ensure repayment of loans, c) to identify viable and sustainable income generation activities for the community, d) to address Social issues including Gender, Rights & Entitlement, etc and e) it will also act as Block Level Training Centre to conduct all CB training using the services of CRPs/CPs.

Contact Officer:

**The Project Director,
District Mission Management Unit/TNSRLM,
TNSRLM, All Districts.**

2. Training to Community Based Organizations (CBOs)

The pro-poor institutions are the fulcrum entities which effectively implement the TNSRLM project works at the village level. These entities are imparted training frequently to ensure their best service to the member SHGs. The context of trainings is mostly on their Governance and Financial Management. The group dynamics of CBOs are pivotal for the success of the project and hence it is given importance on all spheres of Capacity Building architecture to these CBOs. With the above objective, the following trainings are given:

- ❖ VPRC members-Community Operation Manual (COM) training.
- ❖ Newly formed SHGs- Animator & Representative Trainings and SHG members training.
- ❖ Office Bearers of PLFs-Training on Governance and Financial Management.
- ❖ PLF Members - Executive Committee members training.
- ❖ Sub Committee members of PLFs and SAC - Office bearers training.
- ❖ Block Level Federations training.
- ❖ E-Mathi training for data entry in e-Mathi portal.
- ❖ Training to district level Makamai members.

Contact Officer:

**The Project Director,
District Mission Management Unit/TNSRLM,
TNSRLM,All Districts.**

DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU-GKY) (Placement linked skill Training Programme)

3. Skill training

A. Placement Linked Skill Training Programme

DeenDayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) is a placement linked skill training programme which is being implemented in the state under TNSRLM since 2012-13. This scheme is implemented based on the needs and willingness of the youth in villages and leads to increasing income of their household.

Training is imparted through recognized training partners (Project Implementing Agencies) and youth will be placed in wage employment in various private entities besides supporting them through counselling and continuous monitoring.

The training institutions follow the syllabus recognized by Government of India under National council for Vocational Training (NCVT) / Sector Skill Council (SSC) and the candidates are assessed on completion of training. Also the institution should ensure placement to the level of minimum 70 % of total trained on a monthly wage of not less than the minimum wages fixed by the state for semiskilled worker. Hence continuous efforts are being undertaken so as to eradicate poverty in villages

Salient features of the scheme:

- ❖ Course duration varies from 3 to 12 months according to the job role and skill imparted.
- ❖ Assured placement for the trained candidates.

Categories of beneficiaries:

- ❖ SC/ST – 50%,
- ❖ Minorities – 15%,
- ❖ Persons with Disability (PWD) – 3 %
- ❖ Women (Combining all categories) – 33 %

Eligibility for the training:

- ❖ Rural youth from poor families in the age group of 18 to 35 years are eligible beneficiaries
- ❖ upper age limit is relaxed up to 45 years in case of women, particularly Vulnerable Tribal Groups, Widows, freed bonded labourers & Transgenders

Project Execution:

- ❖ Training institutions with Permanent Registration Number (PRN) and having expertise on skill training and placement are eligible to apply and impart training as a PIA (Project Implementing Agency). The applications submitted by the institutions through online are evaluated and the high level committee constituted at the State level accords orders for the above institutions.
- ❖ Subsequent to the orders of the PAC, MoU is executed by TNSRLM with the institution concerned.
- ❖ The training Institutions have to submit the details on skill Gap analysis based on the potential available for the trades related to the present job market as well as in the near future.
- ❖ Training module includes skill on domain knowledge as per SSC/NCVT syllabus and non-domain such as spoken English, basics in computer, soft skills, etc.,
- ❖ The training module consists of 40% Theory and 60% practical sessions. Study materials are also supplied to the candidates during the training.
- ❖ Youth are issued with uniform during the training.
- ❖ On completion of class room training the candidates are sent for On the Job Training (OJT) which covers not more than one third of the total training duration.
- ❖ On completion of training, candidates are assessed by NCVT/ SSC and awarded certificate issued by the above agencies of Government of India.

- ❖ The training Institutions constantly guide the candidates for a period of minimum one year so as to ensure the candidates to sustain in the employment and for carrier progression further.

Residential training:

From the year 2016-17 onwards, the residential programme has been introduced in which boarding and lodging facilities are provided to the candidates. In respect of the candidates other than pertaining to residential programme, an amount of Rs.125/- per day is paid to them towards Food (Lunch) and To & Fro charges.

Post Placement Support:

Post placement support @ Rs.1000/- per month is provided to the trainees pertaining to the poor households on considering their immediate requirements on placement after training to ensure their retention in the job.

The above Post Placement Support cost is paid for two months in case of placement within the district, 3 months for placement outside the district but within the State, 6 months for placement outside the State.

Skill training Achievements (2012-19): As on 31.3.2019

From the year 2012-19 onwards, 43,530 candidates have been trained under various sectors like Driving, IT services, Apparel, Hospitality Management, Construction, Health, Retail, Beautician etc., and 33,085 have been placed on wage employment.

For the duration of three years (2019-22), a physical target of 44,000 has been fixed and an amount of Rs.1026.50 Cr has been allocated.

B. Direct placement through Job Mela

Job Mela is an event in which the employer and job seeker are brought under one umbrella and facilitates the youth in getting employment matching with their skill and qualification.

Activities undertaken for the event;

- ❖ These are conducted at district level and the DMMU, TNSRLM facilitated by the District administration ensures the awareness creation on the Employment Market Information (EMI), Employer's requirement etc., Also the venue and date & time of the melas are finalized at the district level.
- ❖ In job fair, reputed companies and industries are invited for participation with their requirement of skills and number of persons.
- ❖ Registration of the candidates, counselling and recruitment are systematically carried out.

During the year 2015-16, Job Melas of 90 events were organized in all the districts in which 2,464 employers have participated. Through the above events, 36,653 candidates were offered with jobs in various organizations.

For the year 2016-17, administrative sanctions were accorded for organizing 385 Job Mela @one per block and 366 melas have been organized till date. On participation in the melas, 35,660 candidates have been offered placements in various organizations on the efforts of TNSRLM.

For the year 2017 - 18, administrative sanction are accorded for organizing 59 Job Mela at district level and 385 job fairs at block level @ one per block. Till now 37 Job melas and 148 job fairs have been organized across the State. On participation in the melas and fairs, 25,104 candidates have been placed in 3,343 industries / organizations.

Contact Officer:

The Project Director,

District Mission Management Unit/TNSRLM,

TNSRLM, All Districts.

4. Financial Inclusion

a. SHG – Bank Linkages Programme (SHG – BLP)

1. SHGs that are qualified in credit rating exercise are eligible for financial assistance from Banks, under SHG – BLP.
2. SHGs that are active in existence for atleast for 6 months and rated on following indicates to asses on their performances
 - i. Conducting Regular meetings
 - ii. Regular Savings
 - iii. Regular inter- loaning,
 - iv. Timely repayment
 - v. Maintenance of Books and accounts and proceeding register etc.,

The credit assistance are mainly rendered to improve the income of SHG members by taking up various economic activities. Based on the financial performance / management skills of SHGs, business plans and promptness in repayment of earlier loans, banks will provide continuous and increased quantum of amount of credit assistance.

The Bank will sanction loans as per RBI guidelines as given below.

For example,

- | | | |
|--|---|------------------------------|
| 1 st dose (First year) | - | Rs.1,00,000/- |
| 2 nd dose (Second / Third year) | - | Rs.2,00,000/- |
| 3 rd dose (Third/ Fourth year) | - | Rs.3,00,000/- |
| 4 th dose (Fourth year & above) | - | Rs.5,00,000/- to 10,00,000/- |

RBI has permitted the Banks to charge Interest as per the bank norms, ranging from 9% to 12%.

b) Interest Subvention to Self Help Groups:-

In order to help the poor SHG women to come out of poverty as envisaged in the Financial Inclusion Committee report, National Rural Livelihoods Mission (NRLM), GoI has introduced Interest Subvention scheme since 2013-14 to women SHGs who avail loan up to Rs.3 lakh by providing interest subvention over and above the interest rate 7% up to a maximum of 5.5% payable to the SHGs on prompt repayment.

This scheme is implemented in two types viz Category– I and Category– II. In category– I districts, Banks will lend at 7% for a loan amount up to Rs.3 lakh and claims difference between Bank the lending rate and 7% amount from GoI. Banks have to pay additional Interest Subvention @ 3% for the SHGs who repay the monthly installments regularly without fail. Thus SHGs in Category –I districts will get Interest Subvention to the maximum of 8.5%. This type of Interest Subvention scheme to SHGs is **directly implemented by the GoI**. In Tamil Nadu, 9 districts viz., Dharmapuri, Vellore, Villupuram, Thiruvannamalai, Cuddalore, Nagapattinam, Thanjavur, Trichy and Dindigul, are in Category – I.

In the remaining 22 districts, the scheme is being implemented by the State Govt, through TNSRLM in the ratio 60:40. The Banks will charge interest for the loans as per the Banks norms. SHGs who repay the loan instalment and interest amount regularly without any delay or default will become eligible for Interest Subvention to the maximum of 5.5% SHGs over and above 7 % interest rate charged by banks upto a loan amount of Rs.3.00 lakhs.

c) PLF Bulk Loan Programme

Panchayat Level Federation is a congregation of SHGs in a village panchayat and takes care of financial intermediary role for SHGs. As Banks are not giving loans to SHGs adequately and to avoid the SHGs falling prey to exorbitant interest rates by private money lenders or other institutions, PLF Bulk Loan scheme is introduced.

- ❖ PLF will avail Bulk Loan from Banks and lend to SHGs to fill the gap in financial requirement of SHGs

- ❖ Panchayat Level Federations should have qualified in the quality rating
- ❖ The loan application will be sent to banks based on the Micro Credit Plan and loan requirement of SHGs.
- ❖ Generally based on the number of groups affiliated with the panchayat level federation, a sum of Rs.10.00 lakhs to Rs 1.50 crore being availed by PLF as bulk loan from Banks and on lend to SHGs as per their requirement for commencement of economic activity.

d) Awards to Best Performing Banks:

In order to motivate Banks to grant more loans to SHGs, best performing Banks and Branches at State and District level awarded being given every year.

| Sl. No. | Award Name | Prize |
|---------|---|---|
| 1. | State Level Best Performing Bank Award - | Awards to First 3 Banks; Memento and Certificate |
| 2. | State Level Best Performing exclusive Bank Branch for SHG / Women Award | 1st prize- Rs. 1 Lakh 2nd prize - Rs. 75,000/- |
| 3. | State Level Best Performing Other Bank Branch Award | 1st prize- Rs. 1 Lakh 2nd prize- Rs. 75,000 3rd prize- Rs. 50,000 |
| 4. | District Level Best Bank Award | One, Memento and certificate |
| 5. | District Level Best Bank branch Award | 1st prize - Rs. 15,000 2nd prize - Rs. 10,000 3rd prize - Rs. 5,000 |

Contact Officer:

The Project Director,

District Mission Management Unit/TNSRLM,

TNSRLM, All Districts.

5. Livelihoods Promotion

Tamil Nadu State Rural Livelihood Mission is implementing various livelihood programmes to increase the household incomes of the women involved in Farm and Non-farm sector. The livelihood activities are being implemented in all the Districts of Tamil Nadu in a phased manner. They are as follows

Farm Activity

Mahila Kisan Sashaktikaran Pariyojana (MKSP)

Mahila Kisan Sashaktikaran Pariyojana (MKSP) is a sub component of National Rural Livelihoods Mission (NRLM). This scheme aims at enhancing the participation of women in agriculture and enhance the production and productivity to increase their income.

Livelihood CRPs

As per National Rural Livelihood Mission guidelines, the people from the community itself have to act as resource person for community as Community Resource Persons (CRPs). To reach this goal, two Community Resource Person (1 Pasu sakhi 1 Krishisakhi) per Village Panchayat exclusively for livelihood activity has been identified and trained. Totally 8,132 Community Resource Persons have been selected, trained and positioned in the villages where the livelihood activities were undertaken.

Primary Producer Groups

A group of 20 women engaged in agriculture or livestock are aggregated together and formed as a Primary Producer Group. Based on the crop raised and other activities, skill trainings and training on modern technologies are imparted to the producer members in convergence with the Agriculture and Allied Departments. Similar to Farmer Producer Groups, agriculture allied activity groups like dairy, goat rearing are also formed.

Seed money ranging from Rs. 40,000/- to 1,00,000/- will be given to the Farmer Producer Groups for taking up agricultural activities.

Farmer Producer Company

In order to compete with the market situation and to strengthen the value chain services, ten to twelve Producer Groups are aligned together to form Producer Companies in the programme area. As Producer Companies registered under Producer Companies Act, they can easily access the financial institutions for the benefit of the farmers.

Custom Hiring Centres (CHC)

To reduce drudgery of women and to expand mechanized activities amongst small and marginal farmers in the farm sector, a Labour Army is promoted to increase the livelihood income of the poor.

One tool bank (called as Custom Hiring Centres-CHCs) will be established in each village Panchayat of the project implementing Block in this financial year. The CHCs will be collectively owned by all the Producer Groups (PGs) formed in each village Panchayat under the project.

Contact Officer:

The Project Director,

District Mission Management Unit/TNSRLM,

TNSRLM, All Districts.

Non-Farm Activity - Start-up Village Entrepreneurship Programme (SVEP)

Start – up Village Entrepreneurship Programme (SVEP) is the programme to help the rural poor to come out of poverty by setting up enterprises and to provide support till the enterprise stabilize. To provide them with business skills, exposure, loans for starting and business support during the first critical six months of the enterprises by using the NRLM SHGs and their federations. SVEP promotes to build a mechanism of baseline survey with a resource and asset map of the village and to measure performance of the programme, to identify best practices and enterprises and model for scaling up and to build a cadre of trained CRP-EPs to drive change.

SRLM implement this programme by partnering with qualified Non-Governmental organizations.

Contact Officer:

**The Project Director,
District Mission Management Unit/TNSRLM,
TNSRLM, All Districts.**

Common Livelihoods Group (CLG)

Members of SHGs involved in the homogeneous economic activity in farm and Non-farm sectors in an area are aggregated and formed as a Common Livelihoods Group (CLG). To establish common infrastructure, facilitating common procurement of raw materials, marketing tie-ups and capacity building to the members on governance and entrepreneurship, a corpus fund is provided to each CLG based on the designed parameters. This enables them to improve productivity and increase their income.

Contact Officer:

**The Project Director,
District Mission Management Unit/TNSRLM,
TNSRLM, All Districts.**

6. MARKETING OF SHG PRODUCTS

a. Exhibition:

TNCDW organizes 3 State level exhibitions every year on the eve of Pongal, Chithirai, and Navarathiri occasions as "Mahalir Mela" to popularize and promote the sales of the SHG products ranges from Handicrafts, Handloom, Food products, Herbal Products & Other Utility products, these exhibition creates avenue for improving market skills bulk purchase, sharing of knowledge, etc., During the year 2018-19, 365 SHGs have participated in the State level exhibition, Kodai Kondattam and Christmas, New Year and Pongal exhibitions conducted and the sale proceed is Rs.114.27 lakh.

SARAS

Sale of Articles of Rural Artisans Society (SARAS) exhibitions are being a regular annual event and are able to elicit wide participation of Self Help Groups from all over the country. The participants bring an impressive range of rural products. During the year 2018-19, 659 SHGs have participated in 12 SARAS Exhibitions at National level and Rs.153.81 Lakhs worth of SHG products were sold.

b. College Bazaar:

College Bazaars is one of the market avenues to familiarise the SHG products amongst the youth. Such bazaars benefit SHG members to assess the requirement, pulse the trend and get innovative ideas to venture into identifying and discovering new products and setting standards in quality. During 2018-19, 13 college bazaars have been conducted. In these bazaars 314 SHGs, have participated and sold products worth of Rs.18.73 Lakhs.

Mathi KIOSK

Mathi Kiosk is an exclusive sales outlet to promote the sale of SHG products. 137 kiosks have so far been established in prominent locations like tourist places, bus stands, temples, Government offices and other institutions across the State. Products like herbal products, handicrafts, stylish jute products, artificial jewellery, minor millets and handmade toys etc., are sold through the kiosks. So far the total sales made through these kiosks is Rs.233.16 lakhs.

Sanitary Napkin:

As a special initiative TNCDW formed a Sanitary Napkin federation by federating all 54 Sanitary Napkin producing SHGs functioning across the State. The federation will ensure timely and qualitative supply of napkins to Health Unit Districts (HUDs) to implement Menstrual Hygiene programme.

Government have through the Health and Family Welfare Department, placed order for the supply of 36,00,000 packs of belt type of Sanitary Napkin for the Implementation of Menstrual Hygiene

Programme to SHGs vide G.O.(Ms) No.458, Health and Family Welfare (P2)Department, Dated.08.12.2017.

During the 2018-19 these sanitary napkins are produced and supplied by about 40 SHGs across the State to 32 Health Unit Districts (HUD) allocated to them. The supplies to the DPH have been steadily improving from 30 percent in August to 54% by March 2019. The Shortfall of the supply is due to the increase in the cost of raw materials, transport, electricity, labour and interest on loan. Now, the SHGs have represented for price rise from Rs.21.00 to at least Rs.26.50 per pack.

Contact Officer:

**The Project Director,
District Mission Management Unit/TNSRLM,
TNSRLM, All Districts.**

7. Awards

Best Self Help Group and Panchayat Level Federation Awards

Award for 10 Best SHGs at State Level @ Rs.1,00,000/- each. Award for 3 Best SHGs at District Level @ Rs.25,000/-each in all districts.

Award for 5 Best PLFs at State Level @ Rs.3,00,000/- each. Awards for 1 Best PLF at District Level @ Rs.1,00,000/-each in all districts(Excludes Chennai).

Contact Officer:

**The Project Director,
District Mission Management Unit/TNSRLM,
TNSRLM, ALL Districts.**

B. Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY- NULM)

Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) a scheme funded by both the Central and the State Governments in the ratio of 60:40. It aims at reducing poverty and vulnerability of the urban poor households by enabling them to access gainful self-employment and skilled wage employment opportunities,

resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. The mission would aim at providing shelter equipped with essential services to the urban homeless in a phased manner. In addition, the Mission would also address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.

The National Urban Livelihood Mission in the State will focus implementation of the program in all Urban Local Bodies (664) to address vulnerabilities through the below mentioned major components:

1. **Social Mobilization & Institution Development:** The Mission envisages universal social mobilization of urban poor into Self- Help Groups (SHGs) and their federations. A maximum of Rs.10,000/- can be spent per self help group for its formation, handholding up to two years, training of members, bank linkage, formation of federation and other related activities. A Seed Money support to the tune of Rs.10,000/- per SHG will be provided. An one-time Seed Money support of Rs.50,000/- would be available to a registered Area Level Federation to sustain their activities. A grant of Rs.10 lakh per City Livelihood Centres will be provided as 'untied funds', which can be used as corpus fund.
2. **Employment through Skill Training and Placement:** This component will focus on providing assistance for development / upgrading of the skills of the urban poor so as to enhance their capacity for self- employment and salaried employment. The cost support provided for training under this component is Rs.15,000/- per candidate, which will include training cost, training material, trainers' fee, micro-enterprise development/ placement related expenses, etc.
3. **Capacity Building & Training :** This component aims at building strong institutional structures at the levels of National, State and City. At the State/City level, a maximum of Rs.7,500/-

per trainee can be used for capacity building and training programme.

4. Self Employment Program : This component will focus on financial assistance to individuals/groups of urban poor, for setting up gainful self-employment ventures/ micro-enterprises, suited to their skills, training, aptitude and local conditions. Under this component, setting up of both individual and group micro enterprises will be supported, with a maximum assistance of Rs.2.00 lakh and Rs.10 Lakhs, respectively. Interest subsidy over and above 7 percent rate of interest on a bank loan will be available for individual and group enterprises. An additional 3 percent interest subvention will be provided to all women SHGs who repay their loan in time.
5. Shelter for Urban Homeless: This component aims at ensuring availability and access to permanent shelters including basic amenities like water supply, sanitation, safety and security to the vulnerable segments of the urban homeless like the dependent children, aged, disabled, etc., The various approved cost norms under this component are Capital cost, i.e. one time cost for construction of shelters at Rs.1,000 per square foot, maintenance cost at Rs.5,000 per shelter per month, a lump sum annual servicing cost of Rs.1,00,000 per shelter, food cost at Rs.50 for 5 inmates per day and salary to the staff at Rs.3.60 lakh per annum.
6. Support to Urban Street Vendors : This component aims at addressing the vulnerabilities of urban street vendors through a multi-pronged approach by surveying and issuing identity cards, development of street vending plans, infrastructure development of street vending zones, training and skill development of street vendors, enable their financial inclusion and credit access along with enabling their linkages to social security schemes.

7. Innovative and Special Projects : This component will focus on the promotion of novel initiatives in the form of innovative projects. These initiatives may be in the nature of pioneering efforts, aimed at catalyzing sustainable approaches to urban livelihoods through Public, Private, Community Partnership (P-P-C-P), demonstrating a promising methodology or making a distinct impact on the urban poverty situation through scalable initiatives.

Contact Officer

The Project Director

District Mission Management Unit/TNSRLM

TNSRLM,ALL Districts

C. Amma Two Wheeler Scheme

It is a scheme for working women by enabling them to purchase women friendly two wheelers to ease their commute to their enterprises, places of employment, engagements with banks and community based institutions. Ease of use is a key consideration and therefore the vehicle is gearless/auto-gearless. The Differently Abled may avail retro-fitted three wheeler scooters. This scheme is being implemented from the year 2017-18.

Eligible Beneficiaries

Women who are engaged individually or collectively as a group for a livelihood activity / wage employment and are commuting for a long distance and their earnings being the primary source of income for the family are the intended beneficiaries. This will also include (among others) the following categories.

- 1) Women registered as workers in the Organized and Un-Organized sectors.
- 2) Women employed in Shops and Establishments.
- 3) Self-employed women involved in petty traders or otherwise.
- 4) Women working in Government Aided Organisations / Private Institutions / Government Projects / Community Based

Organization – Panchayats Level Federations (PLF), Village Poverty Reduction Committees (VPRCs), Mavatta Makkal Kattral Maiyam (MaKamai), who are either on consolidated salary or daily wages or on contract employment.

- 5) Banking correspondents/Banking Facilitators and ASHA workers.

It is a State Government funding Scheme. The Government have sanctioned Rs. 202.50Crore for the year 2017-18 and Rs 252. 50Crore for the year 2018-19. A beneficiary under this scheme will be provided with a maximum subsidy of 50% of the cost of the vehicle or Rs. 25,000 whichever is less, to purchase a brand new motorized gearless / auto-gearred two wheeler whose engine capacity should not exceed 125 CC. The Differently abled persons are eligible for an additional amount of Rs.6,250 over and above the subsidy given to others.

Every year, one lakh working women are being benefited through this scheme.The Scheme was rolled out on 24.02.2018 and so far, 1,03,614 vehicles have been purchased under this Scheme and an expenditure of Rs. 229.98Crores has been incurred.

Contact Officer:

The Project Director,

District Mission Management Unit/TNSRLM,

TNSRLM, All Districts

PROJECT MANAGEMENT UNITS / HEAD OFFICE ADDRESS**Tamil Nadu Corporation for Development of Women Ltd**

Annai Teresa Mahalir Valagam, 1st Floor,
Valluvarkottam High Road, Nungambakkam,
Chennai – 600 034.

| Sl.No. | Address | Phone |
|---------------|--|-----------------|
| 1. | Managing Director | 044-28173402 |
| 2. | Executive Director | 044-28173403 |
| 3. | Additional Director of Rural Development (Partnership & Convergence) | 044-28173923 |
| 4. | Additional Director of Rural Development (Capacity Building) | 044-28173414 |
| 5. | Additional Director of Rural Development (Livelihoods Promotion) | 044-28171736 |
| 6. | General Manager | 044-28173404 |
| 7. | Financial Advisor | 044-28173405 |
| 8. | State Programme Manager(O&P) | 044-28173410 |
| 9. | Board Number | 044-28173412/13 |
| 10. | NULM | 044-28173411 |
| 11. | DDU-GKY | 044-28173415 |
| 12. | TNSSMS | 044-28171705 |

PROJECT IMPLEMENTATION UNITS ADDRESS

| Sl.No. | Address | Phone |
|--------|--|----------------|
| 1. | Project Officer (MahalirThittam), Project Implementation Unit, Collectorate Complex, Ariyalur District. | 04329-228505 |
| 2. | Project Officer, (MahalirThittam), Project Implementation Unit, No.100, Anna Salai, Guindy, Chennai – 600 032. | 044-2235063 |
| 3. | Project Officer (MahalirThittam) Project Implementation Unit, Collector Office, Coimbatore – 641 018. | 0422 -2301855 |
| 4. | Project Officer (MahalirThittam), Project Implementation Unit, Poomamalai Vaniga Valagam, Collector office, Cuddalore – 607 001. | 04142 -294143 |
| 5. | Project Officer (Mahalir Thittam) Project Implementation Unit, II Floor, DDDC Building, Collectorate Campus, Dharmapuri – 636 705. | 04342 – 233298 |
| 6 | Project Officer (MahalirThittam) Project Implementation Unit, District Collectorate Complex, Ground Floor, Dindigul – 624 005. | 0451 - 2460050 |
| 7. | Project Officer, (MahalirThittam), Project Implementation Unit, 1 st Floor, Poomalai Marketing Complex, Perundurai Road, Kumalankuttai, Erode – 638 011. | 0424- 2257087 |

| SI.No. | Address | Phone |
|--------|---|----------------|
| 8. | Project Officer (MahalirThittam), Project Implementation Unit, Collectorate Complex, KancheepuramCollectorate, Kancheepuram. | 044 – 27236348 |
| 9. | Project Officer (MahalirThittam), Project Implementation Unit, Collectorate office, Additional Building, Nagerkoil, Kanyakumari | 04652 -272275 |
| 10. | Project Officer (MahalirThittam), Project Implementation Unit, Room No. 212, (New), 2 nd Floor, Collectorate Office, Thanthonimalai, Karur - 639 005. | 04324 -257377 |
| 11. | Project Officer (MahalirThittam), Project Implementation Unit, No.106 & 107, II floor, Collectorate Master plan complex, Krishnagiri – 635 001. | 04343 –235267 |
| 12. | Project Officer (MahalirThittam), Project Implementation Unit, Near Reserve line Bus Stop, New Natham Road, Madurai – 625 014. | 0452-2566220 |
| 13. | Project Officer, (MahalirThittam) Project Implementation Unit, Room No.314, 3 rd floor, Collectorate, Nagapattinam – 611 003. | 04365-253061 |

| Sl.No. | Address | Phone |
|--------|--|--------------|
| 14. | Project Officer (MahalirThittam), Project Implementation Unit, Nilgiris District, Additional District Collectorate Complex, Pinker Post, Udhagamandalam, Nilgiris | 0423-2444430 |
| 15. | Project Officer (MahalirThittam), Project Implementation Unit, Collectorate Complex, II Floor, Namakkal District.-637 003 | 04286-281131 |
| 16. | Project Officer (MahalirThittam), Project Implementation Unit, Collectorate Complex, Perambalur – 621 212. | 04328-225362 |
| 17. | Project Officer (MahalirThittam) Project Implementation Unit, Poomalai Vaniga Valagam, New Bus stand, Pudukottai – 622 005. | 04322-230950 |
| 18. | Project Officer(MahalirThittam), Project Implementation Unit, Collectorate Complex, Ramanathapuram – 623 535. | 04567-231341 |
| 19. | Project Officer, (MahalirThittam), Project Implementation Unit, 207, 2 nd floor collectorate campus, Salem – 636 001. | 0427-2411552 |
| 20. | Project Officer (MahalirThittam) Project Implementation Unit, Multi Purpose Building, Near Women court, Melur Road, Sivagangai – 630 561. | 04575-240962 |

| SI.No. | Address | Phone |
|--------|--|--------------|
| 21. | Project Officer (MahalirThittam), Project Implementation Unit, Kokkirakulam,Old Collectorate Complex, Tirunelveli – 627 009. | 0462-2500302 |
| 22. | Project Officer, (MahalirThittam), Project Implementation Unit, No.4/15, 7 th Street, Gandhi Nagar, Tiruvannamalai – 606 601. | 04175-227476 |
| 23. | Project Director, Tamilnadu State Rural Livelihoods Mission, No.223, 2 nd Floor, New Collector Office, Trichy Road, Thanjavur – 613 007. | 04362-277907 |
| 24. | Project Officer (MahalirThittam), Project Implementation Unit, Room No. 71, Fourth Floor, Collectorate Complex, Theni – 625 531 | 04546-255203 |
| 25. | Project Officer, (MahalirThittam), Project Implementation Unit, Collectorate Complex, Tiruppur District. | 0421-2971149 |
| 26. | Project Officer (MahalirThittam), Project Implementation Unit, 1 st Floor, Collectorate Building, Thiruvallur. | 044-27664528 |
| 27. | Project Officer (MahalirThittam), Project Implementation Unit, II Floor, New Collectorate Complex, Thiruvarur – 610 101. | 04366-221031 |

| Sl.No. | Address | Phone |
|--------|---|--------------|
| 28. | Project Officer (MahalirThittam) Project Implementation Unit, II Floor, Collectorate, Korampalayam, Tuticorin – 101. | 0461-2341282 |
| 29. | Project Officer (MahalirThittam), Project Implementation Unit, Collectorate campus, Trichy – 620 001. | 0431-2412726 |
| 30. | Project Officer (MahalirThittam) Project Implementation Unit, Poomalai Marketing Complex, Opp. Karpagam Supper Market, Anna Salai, Vellore – 632 001. | 0416-2215765 |
| 31. | Project Officer (MahalirThittam) Project Implementation Unit, TAHDCO Building, No.62/56A, Chennai Highway Road, (opp to Govt Hospital), Villupuram –605602. | 04146-223736 |
| 32. | Project Officer (MahalirThittam), Project Implementation Unit, MahalirThittam, Collectorate Complex, Collectorate Office, Virudhunagar. | 04562-252036 |

DDU-GKY CALL CENTRE DETAILS

| Sl.No. | Address | Phone |
|--------|---|------------|
| 1. | Mr.Suresh, CEO Imarque Solutions, No.9/10, 1 ST floor, Thiyagaraiya Nagar, T.Nagar,Chennai-600017 | 9840755711 |

DISTRICT SUPPLY & MARKETING SOCIETY ADDRESS

| SI.No. | Address | Phone |
|--------|--|--------------------------|
| 1 | Manager District Supply & Marketing Society, II nd Floor, Room No:215, Collectorate, Mahalir Thittam Ariyalur (Dt) - 621704 | 94440944245 |
| 2 | Manager District Supply & Marketing Society Project Implementation Unit, Collector Office, Coimbatore – 641 018. | 7904718096 |
| 3 | Manager District Supply & Marketing Society Mahalir Thittam, Poomalai Vaniga Valagam, G.H. Road, Cuddalore - 607 001. | 9444094263 |
| 4 | Manager District Supply & Marketing Society Mahalir Thittam, II Floor, DDDC Building, Collectorate Campus, Dharmapuri – 636 705. | 9444094487 |
| 5 | Manager District Supply & Marketing Society Mahalir Thittam, Collectorate, Dindigul. | 9994480380 |
| 6 | Manager District Supply & Marketing Society Mahalir Thittam, 1st Floor, Poomalai Marketing, Complex, Perundurair Road, Kumalankuttai, Erode – 638 011. | 9566502297 |
| 7 | Manager District Supply & Marketing Society Mahalir Thittam, DRDA Building, Collectorate, Kancheepuram | 9896963666 8438969466 |

| SI.No. | Address | Phone |
|--------|--|--------------------------|
| 8 | Manager District Supply & Marketing Society Mahalir Thittam, Collectorate Additional Building, Nagercoil-2, Kanyakumari | 7867031529 |
| 9 | Manager District Supply & Marketing Society Room No. 212, District Collectorate, Mahalir Thittam, Karur | 9790555171 |
| 10 | Manager District Supply & Marketing Society Room No.105, & 106, 2nd Floor, Mahalir Thittam Collectorate, Krishnagiri | 9597736268 9865116337 |
| 11 | Manager District Supply & Marketing Society Mahalir Thittam, New Natham Road, Near Bus Stop, Reserve Line, Madurai - 20 | 9444094304 |
| 12 | Manager District Supply & Marketing Society Mahalir Thittam, Third Floor, Collector office, Nagapattinam | 9843161633 |
| 13 | Manager District Supply & Marketing Society District Mission Management Unit, IInd floor,Collectorate Additional Building, Namakkal District - 637003 | 9444094320 |
| 14 | Manager District Supply & Marketing Society 1B Block, Additional Collectorate Building, Finger Post, Udhagamandalam – 643006 | 944094317 |

| SI.No. | Address | Phone |
|--------|---|----------------|
| 15 | Manager District Supply & Marketing Society District Collectorate Complex, Mahalir Thittam, Perambalur - 621 212 | 9843190666 |
| 16 | Manager District Supply & Marketing Society DSMS, Poomalai Vaniga Valagam, Near New Bus Stand, Pudukkottai - 622 001 | 04322 - 220185 |
| 17 | Manager District Supply & Marketing Society District Collectorate Complex, Mahalir Thittam, Ramanathapuram | 9444094327 |
| 18 | Manager District Supply & Marketing Society District Collectorate, Room No-207, Mahalir Thittam, Salem-1. | 7448565339 |
| 19 | Manager District Supply & Marketing Society Tamilnadu State Rural Livelihood Mission, Multipurpose Buildings, Near Fast track mahila Court, Melur Road, Sivagangai - 630561 | 9444094349 |
| 20 | Manager District Supply & Marketing Society District Mission Management Unit, Room No.223-New Collectorate, Thanjavur - 613010 | 9444094372 |
| 21 | Manager District Supply & Marketing Society Mahalir Thittam, Room No.71, 4th Floor, Collectorate, Theni - 625531 | 9444276891 |

| Sl.No. | Address | Phone |
|--------|--|------------|
| 22 | Manager District Supply & Marketing Society Mahalir Thittam, Room No.305, 3rd Floor, Collectorate, Tiruppur - 641 604. | 9444094399 |
| 23 | Manager District Supply & Marketing Society Mahalir Thittam 2nd floor, Collectorate, Thiruvallur District -602001 | 9176099966 |
| 24 | Manager District Supply & Marketing Society Mahalir Thittam, 4/15, Gandhi Nagar, 7th Street, Tiruvannamalai | 9444094363 |
| 25 | Manager District Supply & Marketing Society Mahalir Thittam II Floor, New Collectorate Complex, Thiruvarur – 610 101. | 9444094388 |
| 26 | Manager District Supply & Marketing Society District Mission Management Unit, Collectorate Campus, Tiruchirappalli - 620001 | 9444094457 |
| 27 | Manager District Supply & Marketing Society Old Police Commissioner Office Building, First Floor, Collectorate Campus, Kokkirakulam, Tirunelveli - 627 009. | 9751559711 |
| 28 | Manager District Supply & Marketing Society, District Mission Management Unit, 2nd Floor Collector Office, Thoothukudi - 628101. | 9444094394 |

| SI.No. | Address | Phone |
|--------|--|--------------------------|
| 29 | Manager District Supply & Marketing Society Poomalai Shopping Complex, Anna Salai, Vellore - 632 001. | 9994396051 9443596051 |
| 30 | Manager District Supply & Marketing Society TAHDCO Building (1st Floor), No.62/56 A, Chennai Highway, Viluppuram – 605 602. | 9444094475 |
| 31 | Manager District Supply & Marketing Society District Mission Management Unit, Room No 227, 2nd Floor, Collector Office campus, Virudhunagar - 626001 | 9865459842 |

**International Fund for Agricultural Development
(IFAD) assisted Post Tsunami Sustainable
Livelihoods Programme(PTSLP)**

23. International Fund for Agricultural Development (IFAD) assisted Post Tsunami Sustainable Livelihoods Programme (PTSLP)

Goal and Objective of PTSLP:

The goal envisages building self-reliant coastal communities, which are able to manage their livelihoods in a sustainable manner. This would be achieved by developing viable enterprises and resource management systems, owned and operated by women in the region affected by the Tsunami and supported by the community and other appropriate institutions.

| Project Component | Details | Beneficiaries | Officer to be contacted |
|---|---|---|--|
| 1. Coastal Area Resource Management | | | |
| Creation of Community Infrastructure | Requirement of community Infrastructure identified through PRA exercise is being implemented. | Community in the project area. | District Implementation Officer, PTSLP. |
| Fisheries Resource Management | Fabrication and deployment of Artificial Reef to enhance fisheries resources | Coastal fishers using beach launched craft. | District Implementation Officer, PTSLP. |
| 2. Rural Finance and Risk Transfer Instruments | | | |
| Patient Capital Assistance | Project share 25%, NABFINS share 70% and balance 5% community contribution | New business ventures proposed by Joint Liability Groups. | Panchayat Level Federation, Cluster Resource Centres and District Implementation Officer, PTSLP. |
| Insurance Products (Life and General) | <ul style="list-style-type: none"> ● Life and General Insurance products with low premium. ● Fishing Asset Insurance. | Those residing in the project area. | Panchayat Level Federation, Cluster Resource Centres, Fish Marketing Society and District Implementation Officer, PTSLP. |
| Vulnerability Reduction Fund | Loan to members of SHGs at 6% interest rate during natural disasters | SHG members. | Panchayat Level Federations, District Implementation Officer, PTSLP. |

| Project Component | Details | Beneficiaries | Officer to be contacted |
|--|--|--|--|
| Product Development and Innovation Fund | Kitchen waste based bio gas plant in the kitchen of willing beneficiaries. | PLF and SHG members | Panchayat Level Federation, Cluster Resource Centres and District Implementation Officer, PTSLP. |
| 3. Employment Generation and Skill Training | | | |
| Formation of Fish Marketing Societies | Organising Coastal Fishers using beach launched craft and non mechanised boat to form Fish Marketing Societies | Coastal fishers using beach launched craft. | District Implementation Officer, PTSLP. |
| Debt Redemption Fund | Redeeming fishermen from the clutches of money lenders. | Should be a member of FMS in the project area. | District Implementation Officer, PTSLP. |
| Micro Enterprises | | | |
| Joint Liability Groups | Self Employment Opportunities for the Coastal Population | Members of SHGs, Fish Vending Women. | Cluster Resource Centres / Fish Marketing Society and District Implementation Officer, PTSLP. |