

DISCLOSURE UNDER SECTION 4(1)(b)(i) of the RTI ACT, 2005:

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES [Section 4(1)(b)(i)]

Name and address of the Organization: Manipur State Rural Livelihoods Mission (MSRLM), Dept of RD&PR, Government of Manipur, Loklaobung, Moirangkhom, Imphal, Manipur -795001

The Manipur State Rural Livelihoods Mission, as a developmental organization with a mission to empower the rural poor towards adopting to achieve sustainable livelihoods with clear objectives and mission, ought to handle its most critical asset – Human Resources, well. The role of the 'staff', their motivations and attitudes towards work and the community assume critical importance along with their knowledge and skills

MSRLM was established as a society registered under section 7(1) of Societies Registration Act 1989 (Manipur Act No. 1 of 1990) with registration no. 606/M/SR/2014 dated 27th January 2014, by the Rural Development & Panchayati Raj Department, Government of Manipur to implement NRLM in the state. MSRLM implements two Centrally Sponsor Schemes namely DAY-NRLM and DDU-GKY.

Vision: MSRLM envisions an equitable society where all rural poor household are self-reliant with sustainable and dignified means of livelihoods through vibrant community based institutions.

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

The main objectives of MSRLM are as follows:

1. Alleviate poverty of poor men and women by improving their capacities and opportunities to participate in and control their own development;
2. To make necessary interventions to empower active and affinity-based groups of disadvantaged people;
3. To make necessary interventions to create income security opportunity for the rural poor;
4. Through village institutions, collaborate and influence Panchayat Raj Institutions to become more effective, accountable and inclusive; and
5. Bring about coordination, convergence and synergy among the various components of different poverty alleviation programmes of the State and Central governments with a view to accelerating programmes towards elimination of poverty in the State.

MSRLM is governed by its Governing Body (GB) headed by Hon'ble Chief Minister, Government of Manipur. The Executive Committee (EC) headed by the Chief Secretary, Government of Manipur, has been formed for taking all policy level decisions and advising the functionaries of the society. Representatives from the Government of Manipur, Banks, Development/Research institutions and civil society form the GB of the Society. The day to-day management of the MSRLM is vested with the State Mission Director and his/her team of dedicated professionals. The SMD is in-charge of the MSRLM and responsible for running the programme in the entire state.

The Mission is implemented at three levels of operation - the State Mission Management Unit (SMMU), District Mission Management Unit (DMMU) and Block Mission Management Unit (BMMU).

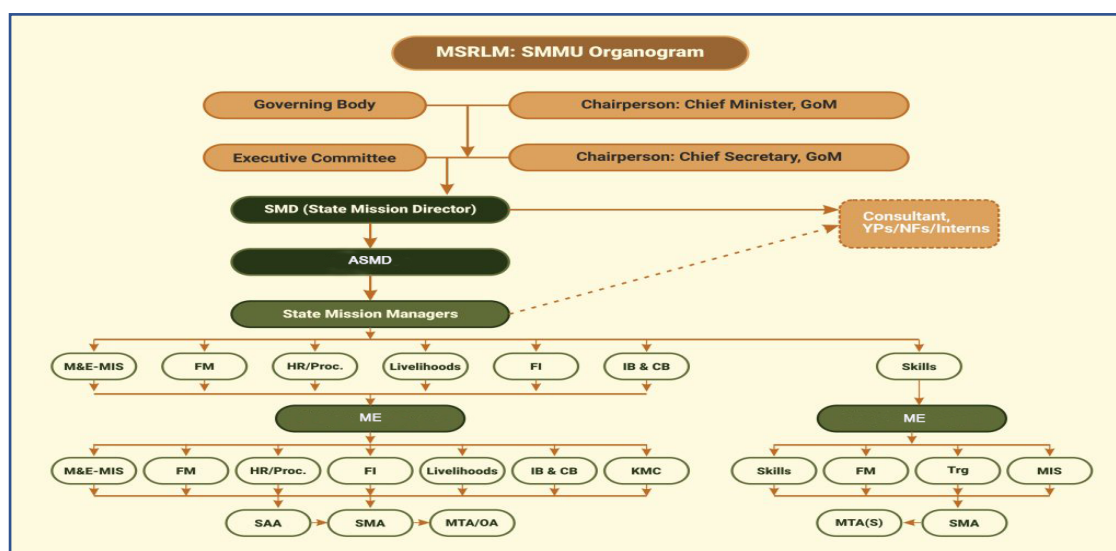
The SMMU plans for the implementation of Annual Action Plans [AAP]] of NRLM in the state. It also provides technical assistance to the District Mission Management Units (DMMU) and Block Mission Management Units (BMMU).

The DMMU would be headed by the Deputy Commissioner and the day to day affair will be headed by District Mission Manager (DMM). The DMMU team would consist of District Functional Specialists (DFSs)/District Coordinators and support staffs.

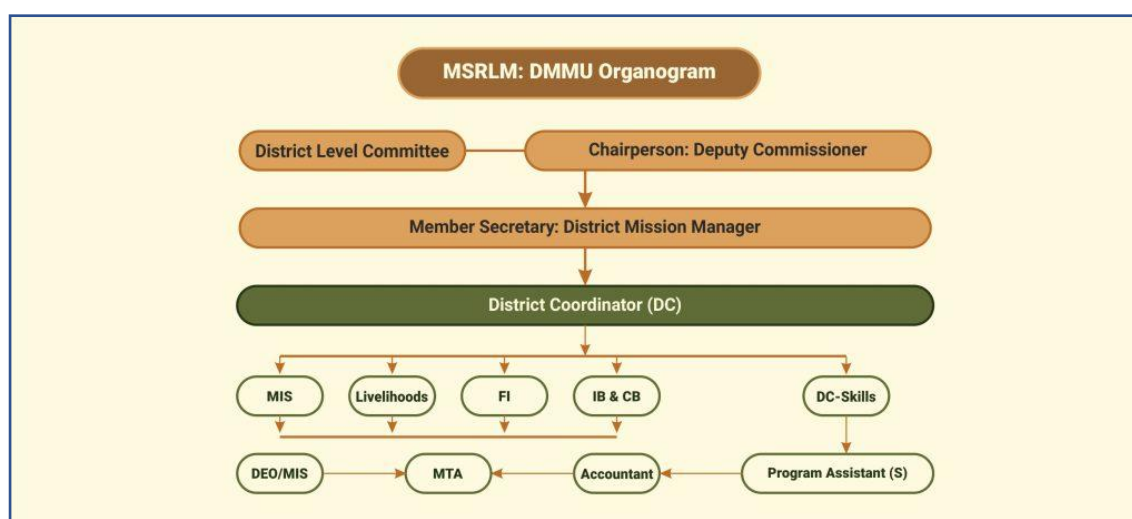
The Block Mission Manager (BMM) would lead the BMMU team of Block/Livelihoods/Cluster Coordinators, Block Accountant, Computer Operator/MIS and support staff.

ORGANOGRAM:

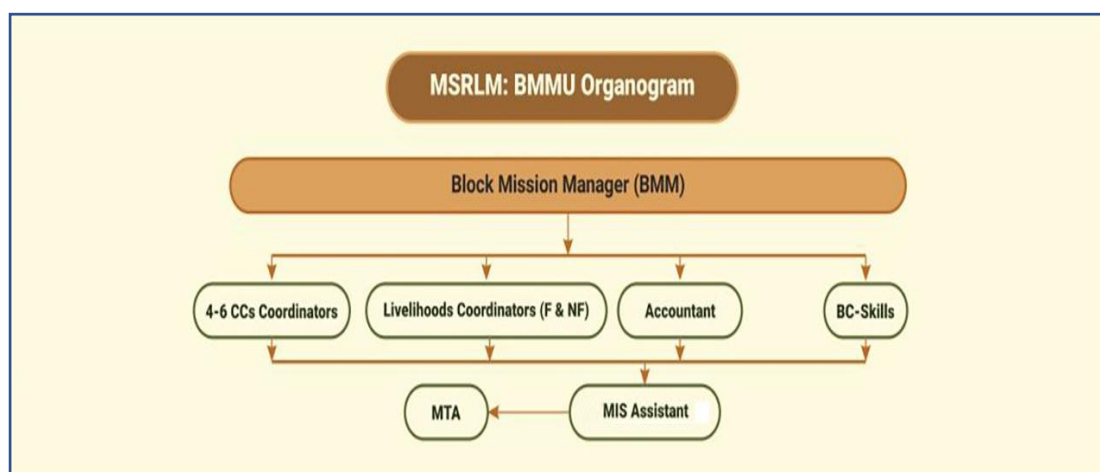
At State Mission Management Unit (SMMU) level:



At the District Mission Management Unit (DMMU) level:



At the Block Mission Management Unit (BMMU) level:



Delegation of Powers

MSRLM, being the implementing arm of NRLM, has a clear Delegation of Powers to various levels - SMMU, DMMU and BMMU for smooth implementation and quick response to the demands from the community/field/ground. Within the overall direction and guidance of General Body, Executive Committee approves the plans and monitors the progress of the MSRLM. The implementation led by SMD is through SMMU, DMMU and BMMU with fair degree of decentralization.

Powers with SMMU: SMMU would establish suitable systems, processes, protocols and mechanisms to implement the mission in a professional manner. It would deploy resources, monitor and guide the district and block units in various elements/themes of NRLM from time to time for implementation of the program.

Powers with DMMU/BMMU: BMMU is the cutting edge unit working with the community and DMMU works with the BMMUs.

Financial and Administrative Powers: Keeping this in perspective, Delegation of Financial and Administrative Powers are decentralised largely to District (DMMU) and Block (BMMU) Managers, for improved operational efficiency and responsive implementation in the field. This also provides and power and responsibility at the same level.

Detailed Administrative Delegation of powers is shown in Annexure I.

Annexure I: Administrative Powers: Delegation

Administrative Powers at the State, District and block have been illustrated in the following tables:

| Terms used | Represents |
|---------------------------|-------------------------------------|
| Head of Mission | SMD |
| Head of Office – State | SMD or any officer delegated by SMD |
| Head of Office – District | DC |
| Head of Office – Block | BDO |

| Sl. No. | Nature of power | Authority to whom the power is delegated | Extent of power delegated | Remarks |
|---------|--|--|-------------------------------|-----------------------------------|
| 1 | To invite resource person/members of different committees and Community or agencies within district for Mission work for Meeting/ Discussion/ Technical Assistance | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 2 | To accord administrative approval and financial sanction for Studies, Research & Survey etc. | Head of Mission | All Powers as delegated by EC | <i>Subject to budget approval</i> |
| | | Head of Office-State | | |
| | | Head of Office-District | | |
| | | Head of Office-Block | NA | |
| 3 | To accord administrative approval and financial sanction for IEC/ Communication materials and knowledge products including developing and printing | Head of Mission | All Powers as delegated by EC | <i>Subject to budget approval</i> |
| | | Head of Office-State | | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 4 | To accord administrative approval and financial sanction for Preparation of Annual Work Plan, Micro Planning, Perspective Plan | Head of Mission | All Powers as delegated by EC | <i>Subject to budget approval</i> |
| | | Head of Office-State | | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 5 | To accord administrative approval and financial sanction for expenses on Mission visit, monitoring & supervision, reporting & documentation | Head of Mission | All Powers as delegated by EC | <i>Subject to budget approval</i> |
| | | Head of Office-State | | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 6 | To engage temporary/part time Staffs/ Deputation/ Contracts | Head of Mission | All Powers as delegated by EC | <i>Subject to approved policy</i> |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 7 | To permit for journey of Officers outside the State in connection with approved | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office- | All Powers as | |

| Sl. No. | Nature of power | Authority to whom the power is delegated | Extent of power delegated | Remarks |
|---------|---|--|-------------------------------|-----------------------------------|
| | training, workshop, field visit, seminar & gathering experiences | State | delegated by EC | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 8 | To permit for journey of Officers within the State in connection with approved training, workshop, field visit, seminar & gathering experiences | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | | |
| | | Head of Office-District | | |
| | | Head of Office-Block | | |
| 9 | To accord permission for air travel for experts, resource persons, non-entitled Officers | Head of Mission | All Powers as delegated by EC | <i>Subject to approved policy</i> |
| | | Head of Office-State | | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 10 | Suspension of staff appointed on deputation or contract | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 11 | To invite experts/ members of EC/ VIPs and appoints consultants or agencies outside government sector | Head of Mission | All Powers | <i>Subject to approved policy</i> |
| | | Head of Office-State | All Powers as delegated by EC | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 12 | Hiring of office accommodation | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-state | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 13 | Sanction of leave | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | | |
| | | Head of Office-District | | |
| | | Head of Office-Block | | |

| Sl. No. | Nature of power | Authority to whom the power is delegated | Extent of power delegated | Remarks |
|---------|--|--|-------------------------------|--|
| 14 | Disciplinary action for Mission staff | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 15 | Appellant Authority | Chairman- EC | All Powers as delegated by EC | |
| | | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 16 | For execution of agreements/ advances relating to contracts for goods and services including repairs | Head of Mission | All Powers as delegated by EC | <i>Subject to approved Policy</i> |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 17 | To accord administrative approval for legal services | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 18 | To sanction for sale off/ write-off of unserviceable materials/ dead stocks/ theft | Head of Mission | All Powers as delegated by EC | |
| | | Head of Office-State | NA | |
| | | Head of Office-District | NA | |
| | | Head of Office-Block | NA | |
| 19 | Administrative approval for Operating Expenses | Head of Mission | All Powers as delegated by EC | <i>Subject to provision in Action Plan</i> |
| | | Head of Office-State | | |
| | | Head of Office-District | | |
| | | Head of Office- | | |

| Sl. No. | Nature of power | Authority to whom the power is delegated | Extent of power delegated | Remarks |
|---------|--|--|------------------------------------|---------|
| | | Block | | |
| 20 | To accord approval for Any matters not specifically Provided in the Delegation | Head of Office-State | Executive Committee of the Society | |
| | | Head of Office-District | | |
| | | Head of Office-Block | | |

ROLES AND RESPONSIBILITIES OF MSRLM EMPLOYEES

State Mission Management Unit:

| Sl.No. | Name of the post | Roles and Responsibilities |
|--------|---|--|
| 1 | State Mission Manager-Financial Management (SMM-FM) | Prepare annual budget and Annual Action Plan of the Mission; distribute funds to district and blocks units; institute and implement mechanism for proper accounting and auditing of funds; maintain database of fund receipts, release and expenditure, etc. The job involves intense touring within and outside the State and also visits to field. |
| 2 | State Mission Manager-Livelihoods (SMM-L) | Design and implement policy framework on livelihoods; manage projects; lead single or multiple livelihood intervention projects, etc. The job involves intense touring within and outside the State and also visits to field. |
| 3 | State Mission Manager-Financial Inclusion (SMM-FI) | Constant interface with the banking sector for facilitating bank linkage of SHG members and SHG federations and achieving annual bank linkage targets, etc. Lead training & capacity building in Financial Inclusion for staffs and SHGs/Federations. The job involves intense touring within and outside the State and also visits to field. |
| 4 | State Mission Manager-Monitoring & Evaluation and Information System (SMM-M&E –MIS) | Monitor, analyze and review targets and achievements; plan, organize and conduct training for stakeholders on MIS, conduct periodic evaluation; coordinate & anchor project-based evaluation studies and research assignment, etc. The job involves intense touring within and outside the State and also visits to field. |

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| 5 | State Mission Manager- Institution Building & Capacity Building (SMM-IB&CB) | Partnership management with public and private service providers; coordinating relationship with project stakeholders and external resource agencies; convergence with Government department, building capacity of NGOs and civil society organization; facilitating setting up of SHG federations; awareness generation for social mobilization, etc. The job involves intense touring within and outside the State and also visits to field. |
| 6 | Chief Operating Officer - Skills | Designing and implementing policy framework for skill development & placement related projects, etc. The job involves intense touring within and outside the State and also visits to field. |
| 7 | State Mission Manager - SI/SD | <ol style="list-style-type: none"> 1) To recognise, create and implement plans to promote diversity in marginalised sector/community development sector 2) To promote and develop training programmes 3) To enhance the understanding on inclusions and development issues 4) To carry out any other Task assigned by Mission Director |
| 8 | State Mission Manager - HR | <ul style="list-style-type: none"> • To prepare/update HR Manual, do Training Need Analysis of staff, to conduct training/ capacity building of staff, to administer hygiene of staff, to develop and ensure that regular performance appraisal of staff is conducted. • To initiate the process of recruitment, Tracking Budget Expenses, Quality Management, Managing Processes, Organization, Communication Processes, Promoting Process Improvement, day to day administrative functions of the Mission and any other task assigned by reporting officer. |
| 9 | State Mission Manager - Farm | <ul style="list-style-type: none"> • To design and manage the Livelihoods programme including planning, monitoring and management of the Mission's support. • To recognize, create and implement all livelihoods activities. • To promote and develop training programs and module. • To enhance the understanding on livelihoods promotion activity. • To carry out any other Task assigned by Mission Director |
| 10 | Program Manager - Non Farm | <ul style="list-style-type: none"> • To support market linkage activities of the rural products • Promoting rural entrepreneurship, • To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic. • Any other task assigned by SMD and Officials at SMMU |

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| 11 | Program Manager – FI | <ul style="list-style-type: none"> • To be the master trainer for FL-CRP, Bank Sakhi and BC Sakhi and handhold the cadres on FI related matters • To give handholding support to district staff on FI and closely monitor the FI activities at the state level • To build rapport with banks for having good SHG bank linkage and attend the DCC and SLBC-Sub -committee meeting and raise any issue related to FI • To prepare bank linkage target and ensure that enough bank loan applications are submitted to banks and follow up with banks. • To ensure that bank shares the credit linkage data and regularly updated in the bank linkage portal • To develop FI related materials (customization/translation) for staff and community. • Any other task assigned by the thematic head. • To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic. • Any other task assigned by COO and SMD of MSRLM. |
| 12 | Program Manager – FM | <ul style="list-style-type: none"> • Handling of day to day financial matter, help in preparing budget, conduct financial review of BMMUs, IUFR preparation, monitoring and reporting, maintenance of adequate books of record, preparation of Audit and Action taken report • To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic. • Any other task assigned by SMM-FM and SMD of MSRLM. |
| 13 | Program Manager – HR | <ul style="list-style-type: none"> • To administer hygiene of staff and ensure regular performance appraisal takes place .To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic. • Any other task assigned by SMM-HR and SMD of MSRLM. |
| 14 | Program Manager – IBCB | <ul style="list-style-type: none"> • Develop training modules, preparing training calendar etc. • To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic. • Any other task assigned by SMD and other Officials at SMMU. |
| 15 | Program Manager - M&E MIS | <ul style="list-style-type: none"> • To manage the NRLM MIS and other related work of MIS. Track the progress of the blocks through MIS and other related work. • To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic. • Any other task assigned by SMM-M&E/MIS and SMD of MSRLM. |

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| 16 | Program Manager – SIRD | <ul style="list-style-type: none"> • To recognise, create and implement plans to promote diversity in marginalized sector/community development sector • To promote and develop training programmes. • To enhance the understanding on inclusions and development issues. • Any other task assigned by SMD and Officials at SMMU |
| 17 | Program Manager – KMC | <ul style="list-style-type: none"> • Prepare and design strategies and plans for communication and outreach for the initiative within the framework of the Knowledge Management and Communications Strategy. • Develop draft publications or other forms of communication materials provided by programme staff such as reports, summaries, presentations, and verbal inputs. • Provide training and capacity building support to initiative teams and partners on knowledge management and communication tools and processes, including training and capacity building on collecting and writing impact stories. Identify the communication and knowledge management needs of the initiatives and suggest appropriate KM and communications tools/services available in-house. |
| 18 | Program Manager – Farm | <ul style="list-style-type: none"> • Conduct livelihood scoping studies • Support in coordinating training activities • To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic • Any other task assigned by COO and SMD of MSRLM. |
| 19 | MIS Assistant /DEO | <ul style="list-style-type: none"> • Ensure timely and accurate data entry of all MIS related data of the project. • Any other tasks assigned by the higher authority for effective implementation of the mission. |
| 20 | State Account Assistant (SAA) | <ul style="list-style-type: none"> • Assist thematic team in financial & accounting matters, etc. |
| 21 | State Mission Assistant (SMA) | <ul style="list-style-type: none"> • To assist SMMs and Mission Executives in various works • Any other jobs assigned by superiors from time to time. |
| 22 | Program Manager – Skills | <ul style="list-style-type: none"> • To mobilize the youths for training in consultation with Village Organisations • Active Women through counseling • To organize Job Fair in Block and District Levels; to maintain database of Alumni support migration etc. • To track placement records and career progression of trainees • Any other jobs assign by superiors from time to time for successful implementation of the scheme. • Awareness generation for social mobilization |

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| 23 | Program Manager-Skills- (Finance and Proposal examination) | <ul style="list-style-type: none"> • Handling of day to day financial matter of the scheme; Project Budgeting for Action Plan; • Appraisal of financial matter for Projects submitted by PIAs • Maintenance of PFMS under DDU-GKY project • Any other jobs assign by Superiors from time to time for successful implementation of the scheme. |
| 24 | Program Manager - Skills (Monitoring and Evaluation) | <ul style="list-style-type: none"> • To coordinate with PIA for strict adherence of IT and Biometric applications; Inspection of PIAs from time to time for Quality assurance • To give good branding to DDU- GKY in state • To update database and information of PIAs and MSRLM in MIS from time to time; to organize and conduct training for stake holders on MIS , conduct periodic evaluation • To coordinate & anchor project based evaluation studies and research assignment etc • The job involves intense touring within and outside the State and also visits to field; • Any other jobs assign by Superiors from time to time for successful implementation of the scheme. |
| 25 | Program Manager-Skills(IB /CB) | <ul style="list-style-type: none"> • To manage partnership with public and private service providers, • coordinating relationship with project stakeholders • To verify and check all the pedagogy and learning materials to be utilized by the PIAs for all the trades • To coordinate with other states skilling initiatives for innovation in trainings • Work out for Convergence with Government Department, building capacity of NGOs and civil society organization, facilitating skill Enhancement program etc • Any other jobs assign by Superiors from time to time for successful implementation of the scheme. |
| 26 | State Mission Assistant - Skills | <ul style="list-style-type: none"> • To maintain database of Trainees • To maintain database of PIAs. • To assist the Mission Executives in various works • To maintain database of Alumni, support migration , etc • To track placement records and Career Progression of trainees. • Any other jobs, assign by superiors from time to time for successful implementation of the scheme |

District Mission Management Unit:

| Sl.No. | Name of the post | Roles and Responsibilities |
|--------|--|---|
| 1 | District Mission Manager (DMM) | <ul style="list-style-type: none"> • Responsible for day to day management of the DMMU staff. Coordinate the various activities and plan of the mission under overall guidance of SMMU. Regular monitoring and evaluation of the various thematic interventions and regular report to SMMU. • Ensure good convergence with district administration, line department and other likeminded organization • Prepare district annual plan by consolidating the blocks plan. Prepare DMMU annual report. |
| 2 | District Coordinator (DC -FI) | <ul style="list-style-type: none"> • Coordinate the FI activities within the district. • Attend the DCC meeting and ensure that DMMU bank linkage target are included in the district annual credit plan. • Being a master trainer in the FI domain in the district |
| 3 | District Coordinator- L (Farm and Non-Farm) | <ul style="list-style-type: none"> • Coordinate the Livelihoods activities within the district • Assist the thematic head in delivering the required task including hand holding support to BMMUs in concern thematic |
| 4 | District Coordinator (IB/CB) | <ul style="list-style-type: none"> • Coordinating the IB&CB activities in delivering the required task including handholding support to BMMUs in concern thematic. • Regular field visit to understand the interventions and guide BMMU team accordingly • Regular monitoring and evaluation of the various thematic interventions and regular report to concerned officials at SMMU. |
| 5 | District Coordinator (Skills) | <ul style="list-style-type: none"> • Coordinating skills mission in the district • Constant monitoring of skill mission at block level. |
| 6 | District Account Assistant & MIS Assistant / DAA | <ul style="list-style-type: none"> • To ensure that proper financial management practices is followed in the District. • Fund utilization as per the budget and financial norms. • To ensure regular updation of MIS from concerned block and analyse the data on regular basis |
| 7 | District Coordinator- L (Farm) | <ul style="list-style-type: none"> • Coordinate Livelihoods activities within the district. • Assist thematic head in delivering the required task including hand holding support to BMMUs in concern thematic |

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| 8 | District Coordinator (SI/SD) | <ul style="list-style-type: none"> • Coordinating the SI/SD activities in delivering the required task including handholding support to BMMUs in concern thematic. • Regular field visit to understand the interventions and to support BMMU team. • Regular monitoring and evaluation of the various interventions and regular report to concerned officials at DMMU/SMMU. |
| 9 | District MIS Assistant | <ul style="list-style-type: none"> • Ensure timely and accurate data entry of all MIS related data of the project. • Any other tasks assigned by the SMD and other Officials of the Mission. |
| 10 | Multi-Tasking Assistant | <ul style="list-style-type: none"> • Record and maintenance of outgoing and incoming files. • Entry of all Daks and physical maintenance of files. • Photocopying of documents and s etc. • Dispatch of letters and files. • Record movement of office vehicles. • Any work assigned by the superior authority is also the responsibility of the employee. |

Block Mission Management Unit:

| Sl.No. | Name of the post | Roles and Responsibilities |
|---------------|--------------------------------------|---|
| 1 | Block Mission Manager (BMM) | <ul style="list-style-type: none"> • Over all in-charge of implementation of the mission in the block • Management of BMMU staff and coordinating the activities of staffs. • Lead the block team in planning of activities as in line with mission goal. • Planning, implementation and Monitoring of the mission implementation and regular review of staff activities. • Regular report to higher unit and ensuring good convergence with stakeholders and line departments. • Prepare the BMMU annual report. |
| 2 | Block MIS Manager | <ul style="list-style-type: none"> • To coordinate with all the data entry operators within the respective block with thematic head SMM MIS. • Undertake any other task assigned by the Higher Authority. |
| 3 | Block Coordinator-Livelihoods (Farm) | <ul style="list-style-type: none"> • Coordinate Livelihoods activities within the assigned block. • To carry out any relevant tasks assigned by thematic head. |

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| 4 | Block Coordinator - Livelihoods (Non-Farm) | <ul style="list-style-type: none"> • Coordinate the Livelihoods activities within the assigned block. • To carry out any relevant tasks assigned by thematic head |
| 5 | Block Coordinator- Livelihoods (Livestock) | <ul style="list-style-type: none"> • Coordinate the Livelihoods activities within the assigned block. • To carry out any relevant tasks assigned by thematic head |
| 6 | Block Coordinator- SVEP | <ul style="list-style-type: none"> • Coordinate all the Livelihoods activities within the assigned block. • To carry out any relevant tasks assigned by thematic head |
| 7 | Cluster Coordinator (CC) | <ul style="list-style-type: none"> • Conducting social mobilization and SHG formation and nurturing. • Formation and nurturing of higher level federations and ensure that institutions of the poor are properly capacitated including regular update of progress to the BMMU. Supervise, strengthen, monitor & mentor of SHG & federations towards programme objectives; social mobilization, training & capacity building of SHGs & federations at the block/cluster/village level; facilitate bank linkage; conflict management, relationship building with PRI; marketing support, grading of SHG, federations. The job involves intense touring within and outside the State and also visits to field & village stay. |
| 8 | Block Mission Accountant | <ul style="list-style-type: none"> • To manage the finance of the BMMU and ensure proper utilization of funds as per norms. • To lead in conducting financial audit of Self Help Groups • To submit financial report to SMMU |
| 9 | Block Coordinator (Skills) | <ul style="list-style-type: none"> • Skill gap analysis of the community • Identification of skill training requirement including entrepreneurship development. • Ensuring all eligible individual receives required skill/ entrepreneurship training and to provide jobs. |
| 10 | Data Entry Operator | <ul style="list-style-type: none"> • Ensure timely and accurate data entry of all MIS related data of the project • Any other tasks assigned by the authority for effective implementation of the mission. |
| 11 | Block Multi- Tasking Assistant | <ul style="list-style-type: none"> • Record and maintenance of outgoing and incoming files. • Entry of all Daks and physical maintenance of files. • Photocopying of documents and s etc. • Dispatch of letters and files. • Record movement of office vehicles. • Any work assigned by the superior authority is also the responsibility of the employee. |

SALARY STRUCTURE:

| Position | Basic pay | PBH | Total Remuneration per month (In Rs) |
|---|-----------|-------|--------------------------------------|
| State Mission Management Unit | | | |
| SMMs | 13700 | 31300 | 45000 |
| PMs | 13600 | 21400 | 35000 |
| SAA | 8000 | 7000 | 15000 |
| SMA | 7100 | 2900 | 10000 |
| SMA Skills | 7600 | 2400 | 10000 |
| MIS Assistant | 7600 | 4400 | 12000 |
| State Support staff (MIS/DEO/MTA) | 7100 | 4900 | 12000 |
| District Mission Management Unit | | | |
| DMMs | 13700 | 26300 | 40000 |
| DCs | 13600 | 16400 | 30000 |
| DAA-MIS/DAA/Dist MIS | 8000 | 10000 | 18000 |
| District support staff (DEO/MTA) | 7100 | 4900 | 12000 |
| Block Mission Management Unit | | | |
| BMMs/Block MIS Mgrs | 13600 | 11400 | 25000 |
| BC/CC | 13500 | 4500 | 18000 |
| BMA | 8000 | 7000 | 15000 |
| Block support staff (DEO/MTA) | 7100 | 4900 | 12000 |

DAY-NRLM staff:

| Sl. No. | Name of the Employee | Designation |
|---------|---------------------------|---------------------------------|
| 1 | C Seikholun Khongsai | State Mission Manager – FI |
| 2 | Gurumayum Kavita Devi | State Mission Manager - M&E/MIS |
| 3 | Binota Loitongbam | State Mission Manager – SISD |
| 4 | Khamba Ronglo | State Mission Manager – Farm |
| 5 | Gurumayum Binishan Sharma | State Mission Manager – FM |
| 6 | Dangmei Elizabeth | Program Manager -HR |
| 7 | Aneshkumar Wahengbam | Program Manager -FM |
| 8 | Kshetrimayum Bindrawale | Program Manager - M&E/MIS |
| 9 | Lhaithenvah Kipgen | Program Manager-FI |

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|----|-----------------------------|-----------------------------------|
| 10 | Dr. Gunoy Thokchom | Program Manager-Farm |
| 11 | Rinabai Salam Chanu | State Mission Manager – HR |
| 12 | Naorem Kirankumar | State Mission Manager – SISD |
| 13 | Teresa Dangmei | Program Manager-IBCB |
| 14 | Kasuila Jubilia N | Program Manager - Non Farm |
| 15 | Laishram Sailesh | Program Manager- KMC |
| 16 | Preshila Salam | State MIS Assistant |
| 17 | Thokchom Shamerentha | State Account Assistant |
| 18 | Ramananda Angom | State Mission Assistant |
| 19 | Naoshram Basanta Singh | District Mission Manager |
| 20 | T Zamlunmang Zou | District Mission Manager |
| 21 | K. Prem | District Coordinator – IBCB |
| 22 | Atom Bijaya Devi | District Coordinator- Livelihoods |
| 23 | Thokchom Lellel | District Coordinator – Non-Farm |
| 24 | Sheikh Wafiya Shahnaz | District Coordinator – FI |
| 25 | Thaithuiliu Prudencia Kamei | District Coordinator – FI |
| 26 | Thounaojam Minerva Chanu | District Coordinator – FI |
| 27 | Nishipriya Ningthoujam | District Coordinator – FI |
| 28 | Kshetrimayum Abhijeet Kumar | District Coordinator – FI |
| 29 | Thongbam Lenon Singh | District Coordinator – FI |
| 30 | Thanglianmung Tonsing | District Coordinator – FI |
| 31 | Yengkhom Padamini Devi | DAA-MIS Assistant |

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| 32 | Naorem Rajiv Singh | DAA-MIS Assistant |
| 33 | Nongmaithem Prabeena Devi | District Mission Manager |
| 34 | Angom Amarjit Singh | District Mission Manager |
| 35 | Rajkumari Nikita | District Mission Manager |
| 36 | Horeisung Khamrang | District Mission Manager |
| 37 | Taorem James Singh | District Mission Manager |
| 38 | Mathangmanei Melthra Tarao | District Mission Manager |
| 39 | K. Prem | District Coordinator - IBCB |
| 39 | Rajina Potsangbam | District Coordinator - Farm |
| 40 | Laikhuram Banarjee Singh | District Coordinator - Farm |
| 41 | Thounaojam Seileshkumar Singh | District Coordinator - Farm |
| 42 | Khamrang Mathukmi | District Coordinator - Farm |
| 43 | Rajkumari Nirupama Devi | District Coordinator - Farm |
| 44 | H Tarula | District Coordinator - Farm |
| 45 | Yumnam Rajlakshmi Devi | District Coordinator - Farm |
| 46 | Keisham Kabichandra Singh | District Coordinator - Non Farm |
| 47 | Rozalin Thangjam | District Coordinator - Non Farm |
| 48 | Salman Sheikh | District Coordinator - Non Farm |
| 49 | Thaimei Genuine Tigongrei | District Coordinator - Non Farm |
| 50 | Tamsingphi Zimik | District Coordinator - Non Farm |
| 51 | Mayengbam Biken Singh | District Coordinator - Non Farm |
| 52 | P R Rinshang | District Coordinator - SISD |

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| 53 | Mayanglambam Shanshyarani Devi | District Coordinator - SISD |
| 54 | Josephine Nongmaithem | District Coordinator - SISD |
| 55 | Thokchom Seema Devi | District Coordinator - SISD |
| 56 | Thokchom Somia Devi | District Coordinator - SISD |
| 57 | Stephen Zabiethang | District Coordinator - SISD |
| 58 | Sony Ronra Shimray | District Coordinator - SISD |
| 59 | Umesh Yanglem | District Coordinator - SISD |
| 60 | Moirangthem Dinesh Singh | DAA |
| 61 | Kangujam Shellyra | DAA |
| 62 | Ningombam Deepusen Singh | DAA |
| 63 | Vasoni M | DAA |
| 64 | Catherine Nengkhohoi Lupho | DAA |
| 65 | Namoijam Somsing | District MIS Assistant |
| 66 | Sanjenbam Narabipin Singh | District MIS Assistant |
| 67 | Soyam Bibika Devi | District MIS Assistant |
| 68 | Tuikhang Chuongthang Koren | District MIS Assistant |
| 69 | Chanam Nandashyam Singh | District MIS Assistant |
| 70 | Priyanka Thokchom | District MTA |
| 71 | Keithellakpam Kumarjit Singh | District MTA |
| 72 | Kshetrimayum Jackie Meetei | District MTA |
| 73 | Taiyenjam Leingakpa Singh | District MTA |
| 74 | Ahanthem Briju Singh | District MTA |

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| 75 | Mariam Roulien Chothe | District MTA |
| 76 | Hijam Surbala Devi | Block Mission Manager |
| 77 | Mutum Jayalalita Devi | Block Mission Manager |
| 78 | K. Thotngamla | Block Mission Manager |
| 79 | Sharungbam Ronel Singh | Block Mission Manager |
| 80 | Zakim Langhu | Block Mission Manager |
| 81 | Laishram Surana Singh | Block Mission Manager |
| 82 | Wahengbam Premchand Singh | Block Mission Manager |
| 83 | Kritivash Wahengbam | Block Mission Manager |
| 84 | Ningthoujam Rajeev Singh | Block Mission Manager |
| 85 | Ruwndar Everjoy | Block Mission Manager |
| 86 | Moirangthem Yaima Singh | Block Mission Accountant |
| 87 | Phijam Bikom Singh | Block Mission Accountant |
| 88 | Wangkheirakpam Joshita Devi | Block Mission Accountant |
| 89 | Themreichon Alungnao | Block Mission Accountant |
| 90 | Maisanam Ranjana | Block Mission Accountant |
| 91 | Nongjai Shaquil Ahmed Shah | Block Mission Accountant |
| 92 | Elangbam Brojen Singh | Block Mission Accountant |
| 93 | Chingkheinganba Sapam | Block Mission Accountant |
| 94 | W. Pramojit Singh | Block Mission Accountant |
| 95 | Nameirakpam Rejeeya Chanu | Block Mission Accountant |
| 96 | Duanganlung Golmei | Block Mission Accountant |

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| 97 | Pouguanglin Jackson Gangmei | Block Mission Accountant |
| 98 | Nameirakpam Victeshwori Chanu | Data Entry Operator |
| 99 | Mungyamba Moirangthem | Data Entry Operator |
| 100 | Leihaorungbam Bikash Singh | Data Entry Operator |
| 101 | Bhabini Thokchom | Data Entry Operator |
| 102 | Wakongthem Monica Devi | Data Entry Operator |
| 103 | Moirangthem Chingkheinganba Meetei | Data Entry Operator |
| 104 | Yumnam Arun Singh | Data Entry Operator |
| 105 | Nongthombam Kirankumar Singh | Data Entry Operator |
| 106 | Thongam Dilip Singh | Data Entry Operator |
| 107 | Thounaojam Premchand Singh | Data Entry Operator |
| 108 | Mohamad Imtiyas Hussain | Data Entry Operator |
| 109 | Cleve Ningshen | Cluster Coordinator |
| 110 | Barun Naorem | Cluster Coordinator |
| 111 | NS Lilly Maring | Cluster Coordinator |
| 112 | Leela Karki Chhetry | Cluster Coordinator |
| 113 | Ngarinmi Luikham | Cluster Coordinator |
| 114 | Sagolsem Chandrika Devi | Cluster Coordinator |
| 115 | Gurumayum Binimanjuri Devi | Cluster Coordinator |
| 116 | Thingujam Bideshwori Devi | Cluster Coordinator |
| 117 | Yendrembam Menaka Devi | Cluster Coordinator |
| 118 | Yumnam Gangarani Devi | Cluster Coordinator |

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| 119 | Khwairakpam Surantakumar Singh | Cluster Coordinator |
| 120 | Md. Nasir Hussain | Cluster Coordinator |
| 121 | Neha Moirangthem | Cluster Coordinator |
| 122 | Sorokhaibam Ashok Kumar Singh | Cluster Coordinator |
| 123 | Naorem Suraj Singh | Cluster Coordinator |
| 124 | Rinku Laisom | Cluster Coordinator |
| 125 | Soibam Chitraprava | Cluster Coordinator |
| 126 | Thokchom Bikramjit Singh | Cluster Coordinator |
| 127 | Angman Alexander Maring | Cluster Coordinator |
| 128 | Naorem Anil Singh | Cluster Coordinator |
| 129 | Sougrakpam Nganthoibi Devi | Cluster Coordinator |
| 130 | Thingbaijam Julia | Cluster Coordinator |
| 131 | Khaling Mithourong | Cluster Coordinator |
| 132 | Khumanthem Dayananda Meitei | Cluster Coordinator |
| 133 | Naorem Gobin Singh | Cluster Coordinator |
| 134 | Yaisana Khongbantabam | Cluster Coordinator |
| 135 | Takhellambam James Singh | Cluster Coordinator |
| 136 | Thoudam Bobichand Singh | Cluster Coordinator |
| 137 | Kshetrimayum Somorjit Singh | Cluster Coordinator |
| 138 | Rajkumar Bobby Singh | Cluster Coordinator |
| 139 | Mothang Morungthang Dangshawa | Cluster Coordinator |
| 140 | Ngamkhomang Haokip | Cluster Coordinator |

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| 141 | Thangneisang Touthang | Cluster Coordinator |
| 142 | Thongam Momo Meitei | Cluster Coordinator |
| 143 | DL. Robert Haokip | Cluster Coordinator |
| 144 | K. Jangthaolung | Cluster Coordinator |
| 145 | Konsam Ishworchandra Singh | Cluster Coordinator |
| 146 | Loktongbam Lanchenba Meetei | Cluster Coordinator |
| 147 | Kumam Lenin Singh | Cluster Coordinator |
| 148 | Lunkholien Haokip | Cluster Coordinator |
| 149 | Oinam Rajbidya Singh | Cluster Coordinator |
| 150 | Salam Bikram Singh | Cluster Coordinator |
| 151 | Huidrom Ratan Singh | Cluster Coordinator |
| 152 | J Robert S Gangte | Cluster Coordinator |
| 153 | Sapam Pariba Meitei | Cluster Coordinator |
| 154 | TS. Khiningkham Anal | Cluster Coordinator |
| 155 | Sorokhaibam Anupama Devi | Block Mission Manager |
| 156 | Kakchingtabam Jagajeet Sharma | Block Mission Manager |
| 157 | Letginlal Doungel | Block Mission Manager |
| 158 | Wilson Kahmei | Block Mission Manager |
| 159 | Laishram Johny Singh | Block MIS Manager |
| 160 | Okram Kenechi | Block MIS Manager |
| 161 | Mayanglambam Subashchandra Singh | Block MIS Manager |
| 162 | Meeralakshmi Langpoklakpam | Block MIS Manager |

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| 163 | Keisham Sujata Devi | Block MIS Manager |
| 164 | Salam Rex | Block MIS Manager |
| 165 | Chongtham Chourazeet | Block MIS Manager |
| 166 | Kunal Leishangthem | Block MIS Manager |
| 167 | Shymson Likmabam | Block MIS Manager |
| 168 | Peter Reamei | Block MIS Manager |
| 169 | Ramshemngam Rungsung | Block MIS Manager |
| 170 | Ningombam Birshworjit Meitei | Block MIS Manager |
| 171 | Th Moni Monsang | Block MIS Manager |
| 172 | Thounaojam Rameshkanta Singh | Block MIS Manager |
| 173 | Rajendro Akoijam | Block MIS Manager |
| 174 | Lakshmi Thangjam | Block Coordinator - Farm |
| 175 | Chabungbam Niranjit Khuman | Block Coordinator - Farm |
| 176 | Karnajit Thounaojam | Block Coordinator - Farm |
| 177 | Thounaojam Bidyapani Devi | Block Coordinator - Farm |
| 178 | Robertjit Ngangom | Block Coordinator - Farm |
| 179 | Chungkham Narendrajit Singh | Block Coordinator - Farm |
| 180 | Kshetrimayum Stela | Block Coordinator - Farm |
| 181 | Tracila Meinam | Block Coordinator - Farm |
| 182 | Khaling Sheltamdar | Block Coordinator - Farm |
| 183 | Philem Jitabai Devi | Block Coordinator - Farm |
| 184 | Themmichon Angkang | Block Coordinator - Farm |

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| 185 | Sumanbala Seram | Block Coordinator - Farm |
| 186 | W.S. Ringphami | Block Coordinator - Farm |
| 187 | Upadaya Lourembam | Block Coordinator - Non - Farm |
| 188 | Naorem Bipin Singh | Block Coordinator - Non - Farm |
| 189 | Salam Royalkumar Meetei | Block Coordinator - Non - Farm |
| 190 | Palmei Houjellu | Block Coordinator - Non - Farm |
| 191 | Kamsuan Luthaoliu | Block Coordinator - Non - Farm |
| 192 | Ebenezer Kamei | Block Coordinator - Non - Farm |
| 193 | Tophia Yumnam | Block Coordinator - Livestock |
| 194 | Beishamayum Albert | Block Coordinator - Livestock |
| 195 | A. Khozhiiio Kayina | Block Coordinator - Livestock |
| 196 | Heisnam Brajesh | Block Coordinator - Livestock |
| 197 | Hijam Premila Chanu | Block Coordinator - Livestock |
| 198 | Molung Moba Maring | Block Coordinator - Livestock |
| 199 | Archana Waikhom | Block Coordinator - Livestock |
| 200 | Naoshram Samungou Singh | Block Coordinator - Livestock |
| 201 | Khangembam Gandhi Singh | Block Coordinator - SVEP |
| 202 | Elangbam Norman Singh | Block Coordinator - SVEP |
| 203 | Maisnam Premika Devi | Block Coordinator - SVEP |
| 204 | Naorem Krishnadas Singh | Cluster Coordinator |
| 205 | Manglenlal Haokip | Cluster Coordinator |
| 206 | Ngangom Robinson Meitei | Cluster Coordinator |

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| 207 | JD Jachison Chiru | Cluster Coordinator |
| 208 | Lunkhomang | Cluster Coordinator |
| 209 | Bungdon Maikal | Cluster Coordinator |
| 210 | Wangkheirakpam Dhamendra Meitei | Cluster Coordinator |
| 211 | Laishram Manadona Meitei | Cluster Coordinator |
| 212 | Sai Anjushree Yumnam | Cluster Coordinator |
| 213 | Satyajit Pukhram | Cluster Coordinator |
| 214 | Sagolshem Omie Chanu | Cluster Coordinator |
| 215 | Hatngaihikim | Block Mission Accountant |
| 216 | Asem Rikeshchandra Singh | Block MTA |
| 217 | L Jam Khan Mang | Block MTA |
| 218 | Huiningshumbam Ibemsana Devi | Block MTA |
| 219 | Konjengbam James Singh | Block MTA |
| 220 | Themreisang Caleb Tuikhar | Block MTA |
| 221 | Ningthoujam Rebiya Devi | Block MTA |
| 222 | Thokchom Dollarsen | Block MTA |
| 223 | Wahengbam Shitaljit Meetei | Block MTA |

DDU-GKY Staff

| | | |
|----|----------------------------|---|
| 1 | Khundrakpam Bobby Singh | Chief Operating Officer - Skills |
| 2 | Doungul Esther Haokip | Program Manager - Skills |
| 3 | Thangal Luwang | Program Manager - Skills (Finance & Proposal Examination) |
| 4 | Daniel Seikhogin Haokip | Program Manager - Skills (Monitoring & Evaluation) |
| 5 | BD Khinohring | Program Manager - Skills (Institution Building/Capacity Building) |
| 6 | Ranjan Sougrakpam | State Mission Assistant - Skills |
| 7 | Ngangbam Loyanganba Meitei | Disctrict Coordinator - Skills |
| 8 | Angela Athokpam | Disctrict Coordinator - Skills |
| 9 | Anoubam Roshan Sharma | Disctrict Coordinator - Skills |
| 10 | Monica Mayanglambam | Disctrict Coordinator - Skills |
| 11 | Nirvana Thounaojam | Disctrict Coordinator - Skills |
| 12 | Sandeep Soram | Disctrict Coordinator - Skills |
| 13 | BK Kabipalong | Disctrict Coordinator - Skills |
| 14 | Toijam Mekhin Singh | Disctrict Coordinator - Skills |
| 15 | H Veisho | Disctrict Coordinator - Skills |
| 16 | Yambem Jackey Singh | Block Coordinator - Skills |
| 17 | Roneeta Ahongshangbam | Block Coordinator - Skills |
| 18 | Sanasam Pritam Devi | Block Coordinator - Skills |
| 19 | Toijam Chanu Linthoi | Block Coordinator - Skills |
| 20 | Md. Shahabaz Khan | Block Coordinator - Skills |
| 21 | Mutum Yaipha Chanu | Block Coordinator - Skills |
| 22 | Okram Bablu Singh | Block Coordinator - Skills |
| 23 | Khangembam Shushila Devi | Block Coordinator - Skills |
| 24 | Thongam Surchand Meitei | Block Coordinator - Skills |
| 25 | Md. Aabid Hassan | Block Coordinator - Skills |
| 26 | Reisang Lunghar | Block Coordinator - Skills |
| 27 | Kaini .B | Block Coordinator - Skills |
| 28 | Kuimiyo Kumrah | Block Coordinator - Skills |
| 29 | Ringchipem Awungshi | Block Coordinator - Skills |
| 30 | Ningombam Surendrajit | Block Coordinator - Skills |
| 31 | Yumnam Nganba Meitei | Block Coordinator - Skills |
| 32 | Huidrom Premchand Meetei | Block Coordinator - Skills |
| 33 | Sanasam Pinkey Singh | Block Coordinator - Skills |
| 34 | Koijam Jebeka Devi | Block Coordinator - Skills |
| 35 | Ngangom Dolly | Block Coordinator - Skills |
| 36 | Jushila Kangjam | Block Coordinator - Skills |
| 37 | L Thanihring | Block Coordinator - Skills |
| 38 | Lourangbam Iland Singh | Block Coordinator - Skills |

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| 39 | Moirangthem Priyatama Devi | Block Coordinator - Skills |
| 40 | Rajkumar Robin Singh | Block Coordinator - Skills |
| 41 | Bebem Chinneineng Haokip | Block Coordinator - Skills |
| 42 | Chingshubam Lanngamba Meitei | Block Coordinator - Skills |
| 43 | Khuraijam Memnaobi Devi | Block Coordinator - Skills |
| 44 | Mayanglambam Menita Devi | Block Coordinator - Skills |
| 45 | Thaodem Jilangamba Singh | Block Coordinator - Skills |
| 46 | Khuraijam Michael Singh | Block Coordinator - Skills |
| 47 | Naorem Dinesh Singh | Block Coordinator - Skills |
| 48 | Harper Wahengbam | Block Coordinator - Skills |
| 49 | Hekhol Sitlhou | Block Coordinator - Skills |
| 50 | Irom Heithoi | Block Coordinator - Skills |
| 51 | Lanchenba Yumnam | Block Coordinator - Skills |
| 52 | M.Moshilpha Kanshouwa | Block Coordinator - Skills |
| 53 | Lawrence Jangkholun Haokip | Block Coordinator - Skills |
| 54 | Jennifer Yumnam | Block Coordinator - Skills |
| 55 | Mayanglambam Akash Singh | Block Coordinator - Skills |
| 56 | Nighthoujam Solomon Singh | Block Coordinator - Skills |
| 57 | Sarungbam Santikumar Singh | Block Coordinator - Skills |
| 58 | Loushambam Thoithoi Singh | Block Coordinator - Skills |
| 59 | Md Anish Ahemed | Block Coordinator - Skills |
| 60 | Rajkumar Henry Singh | Block Coordinator - Skills |
| 61 | Saikhom Rolin Singh | Block Coordinator - Skills |
| 62 | Tongbram Ashok | Block Coordinator - Skills |
| 63 | Vs Yungsemia | Block Coordinator - Skills |
| 64 | Tayenjam Milankumar Singh | Block Coordinator - Skills |
| 65 | Nongmaithem Amar Singh | Block Coordinator - Skills |
| 66 | Chungongliu Riamei | Block Coordinator - Skills |
| 67 | Naorem Sadananda Singh | Block Coordinator - Skills |
| 68 | Tongbram Shivaraj Singh | Block Coordinator - Skills |
| 69 | Leivon Achung Aimol | Block Coordinator - Skills |
| 70 | Kharkhui Raleng | Block Coordinator - Skills |
| 71 | T. Letkhomang Haokip | Block Coordinator - Skills |
| 72 | Md Abbas Hasan | Block Coordinator - Skills |
| 73 | Meitankeishangbam Prasanta Singh | Block Coordinator - Skills |
| 74 | Laishram Diana | Block Coordinator - Skills |

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|----|---------------------------|----------------------------|
| 75 | Moirangthem Debajit Singh | Block Coordinator - Skills |
| 76 | K. Sibananda Singh | Block Coordinator - Skills |
| 77 | Vily Zingkhai | Block Coordinator - Skills |
| 78 | Lairenlakpam Rajiv Singh | Block Coordinator - Skills |
| 79 | Chinlunlal Ngaithe | Block Coordinator - Skills |
| 80 | Levi Bembem Golmei | Block Coordinator - Skills |
| 81 | Hormi T | Block Coordinator - Skills |