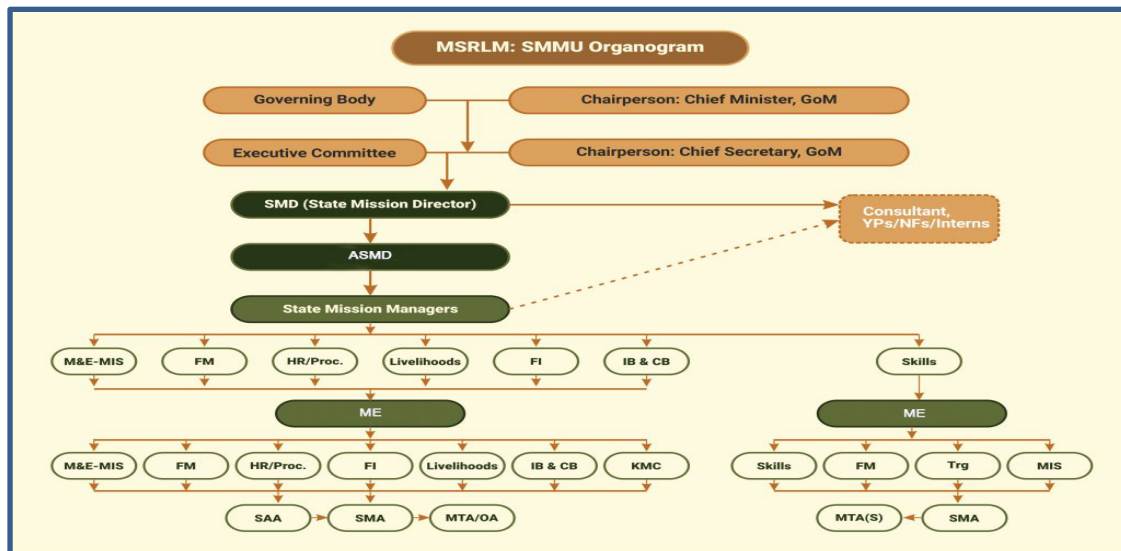


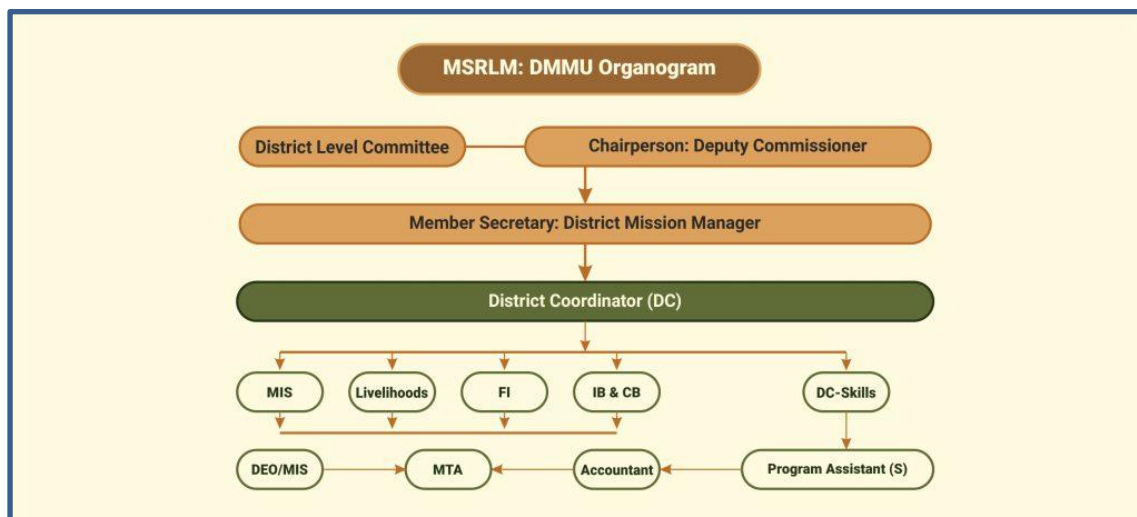
**Proactive Disclosure Under Section 4(1) (b) (ii): the powers and duties of its Officers and employees:**

**ORGANOGRAM:**

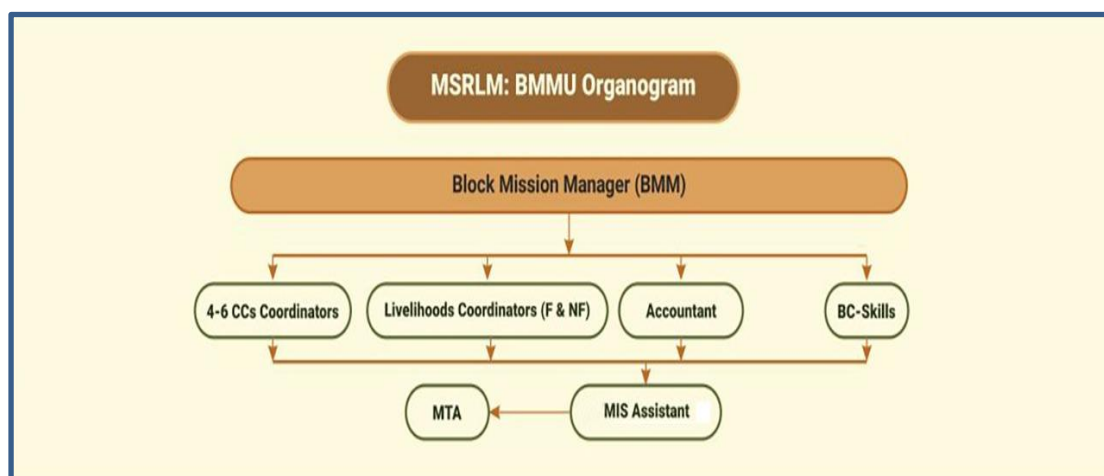
**At State Mission Management Unit (SMMU) level:**



**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	

Sl. No.	Nature of power	Authority to whom the power is delegated	Extent of power delegated	Remarks
		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 training, workshop, field visit, seminar & gathering experiences	Head of Mission	All Powers as delegated by EC	
		Head of Office-State	All Powers as 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	

Sl. No.	Nature of power	Authority to whom the power is delegated	Extent of power delegated	Remarks
		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		
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-	Head of Mission	All Powers as	

Sl. No.	Nature of power	Authority to whom the power is delegated	Extent of power delegated	Remarks
	off of unserviceable materials/ dead stocks/ theft		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-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.
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	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"> <li>• 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.</li> <li>• 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.</li> </ul>

9	State Mission Manager - Farm	<ul style="list-style-type: none"> <li>• To design and manage the Livelihoods programme including planning, monitoring and management of the Mission's support.</li> <li>• To recognize, create and implement all livelihoods activities.</li> <li>• To promote and develop training programs and module.</li> <li>• To enhance the understanding on livelihoods promotion activity.</li> <li>• To carry out any other Task assigned by Mission Director</li> </ul>
10	Program Manager - Non Farm	<ul style="list-style-type: none"> <li>• To support market linkage activities of the rural products</li> <li>• Promoting rural entrepreneurship,</li> <li>• To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>• Any other task assigned by SMD and Officials at SMMU</li> </ul>
11	Program Manager – FI	<ul style="list-style-type: none"> <li>• To be the master trainer for FL-CRP, Bank Sakhi and BC Sakhi and handhold the cadres on FI related matters</li> <li>• To give handholding support to district staff on FI and closely monitor the FI activities at the state level</li> <li>• 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</li> <li>• To prepare bank linkage target and ensure that enough bank loan applications are submitted to banks and follow up with banks.</li> <li>• To ensure that bank shares the credit linkage data and regularly updated in the bank linkage portal</li> <li>• To develop FI related materials (customization/translation) for staff and community.</li> <li>• Any other task assigned by the thematic head.</li> <li>• To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>• Any other task assigned by COO and SMD of MSRLM.</li> </ul>
12	Program Manager – FM	<ul style="list-style-type: none"> <li>• 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</li> <li>• To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>• Any other task assigned by SMM-FM and SMD of MSRLM.</li> </ul>
13	Program Manager – HR	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Any other task assigned by SMM-HR and SMD of MSRLM.</li> </ul>



14	Program Manager – IBCB	<ul style="list-style-type: none"> <li>• Develop training modules, preparing training calendar etc.</li> <li>• To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>• Any other task assigned by SMD and other Officials at SMMU.</li> </ul>
15	Program Manager - M&E MIS	<ul style="list-style-type: none"> <li>• To manage the NRLM MIS and other related work of MIS. Track the progress of the blocks through MIS and other related work.</li> <li>• To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>• Any other task assigned by SMM-M&amp;E/MIS and SMD of MSRLM.</li> </ul>
16	Program Manager – SISD	<ul style="list-style-type: none"> <li>• To recognise, create and implement plans to promote diversity in marginalized sector/community development sector</li> <li>• To promote and develop training programmes.</li> <li>• To enhance the understanding on inclusions and development issues.</li> <li>• Any other task assigned by SMD and Officials at SMMU</li> </ul>
17	Program Manager – KMC	<ul style="list-style-type: none"> <li>• Prepare and design strategies and plans for communication and outreach for the initiative within the framework of the Knowledge Management and Communications Strategy.</li> <li>• Develop draft publications or other forms of communication materials provided by programme staff such as reports, summaries, presentations, and verbal inputs.</li> <li>• 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.</li> </ul>
18	Program Manager – Farm	<ul style="list-style-type: none"> <li>• Conduct livelihood scoping studies</li> <li>• Support in coordinating training activities</li> <li>• To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic</li> <li>• Any other task assigned by COO and SMD of MSRLM.</li> </ul>
19	MIS Assistant /DEO	<ul style="list-style-type: none"> <li>• Ensure timely and accurate data entry of all MIS related data of the project.</li> <li>• Any other tasks assigned by the higher authority for effective implementation of the mission.</li> </ul>
20	State Account Assistant (SAA)	<ul style="list-style-type: none"> <li>• Assist thematic team in financial &amp; accounting matters, etc.</li> </ul>

21	State Mission Assistant (SMA)	<ul style="list-style-type: none"> <li>• To assist SMMs and Mission Executives in various works</li> <li>• Any other jobs assigned by superiors from time to time.</li> </ul>
22	Program Manager – Skills	<ul style="list-style-type: none"> <li>• To mobilize the youths for training in consultation with Village Organisations</li> <li>• Active Women through counseling • To organize Job Fair in Block and District Levels; to maintain database of Alumni support migration etc.</li> <li>• To track placement records and career progression of trainees</li> <li>• Any other jobs assign by superiors from time to time for successful implementation of the scheme.</li> <li>• Awareness generation for social mobilization</li> </ul>
23	Program Manager-Skills– (Finance and Proposal examination)	<ul style="list-style-type: none"> <li>• Handling of day to day financial matter of the scheme; Project Budgeting for Action Plan;</li> <li>• Appraisal of financial matter for Projects submitted by PIAs</li> <li>• Maintenance of PFMS under DDU-GKY project</li> <li>• Any other jobs assign by Superiors from time to time for successful implementation of the scheme.</li> </ul>
24	Program Manager - Skills (Monitoring and Evaluation)	<ul style="list-style-type: none"> <li>• To coordinate with PIA for strict adherence of IT and Biometric applications; Inspection of PIAs from time to time for Quality assurance</li> <li>• To give good branding to DDU- GKY in state</li> <li>• 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</li> <li>• To coordinate &amp; anchor project based evaluation studies and research assignment etc</li> <li>• The job involves intense touring within and outside the State and also visits to field;</li> <li>• Any other jobs assign by Superiors from time to time for successful implementation of the scheme.</li> </ul>
25	Program Manager-Skills(IB /CB)	<ul style="list-style-type: none"> <li>• To manage partnership with public and private service providers,</li> <li>• coordinating relationship with project stakeholders</li> <li>• To verify and check all the pedagogy and learning materials to be utilized by the PIAs for all the trades</li> <li>• To coordinate with other states skilling initiatives for innovation in trainings</li> <li>• Work out for Convergence with Government Department, building capacity of NGOs and civil society organization, facilitating skill Enhancement program etc</li> <li>• Any other jobs assign by Superiors from time to time for successful implementation of the scheme.</li> </ul>

26	State Mission Assistant - Skills	<ul style="list-style-type: none"> <li>• To maintain database of Trainees</li> <li>• To maintain database of PIAs.</li> <li>• To assist the Mission Executives in various works</li> <li>• To maintain database of Alumni, support migration , etc</li> <li>• To track placement records and Career Progression of trainees.</li> <li>• Any other jobs, assign by superiors from time to time for successful implementation of the scheme</li> </ul>
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### **District Mission Management Unit:**

<b>Sl.No.</b>	<b>Name of the post</b>	<b>Roles and Responsibilities</b>
1	District Mission Manager (DMM)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure good convergence with district administration, line department and other likeminded organization</li> <li>• Prepare district annual plan by consolidating the blocks plan. Prepare DMMU annual report.</li> </ul>
2	District Coordinator (DC -FI)	<ul style="list-style-type: none"> <li>• Coordinate the FI activities within the district.</li> <li>• Attend the DCC meeting and ensure that DMMU bank linkage target are included in the district annual credit plan.</li> <li>• Being a master trainer in the FI domain in the district</li> </ul>
3	District Coordinator- L (Farm and Non-Farm)	<ul style="list-style-type: none"> <li>• Coordinate the Livelihoods activities within the district</li> <li>• Assist the thematic head in delivering the required task including hand holding support to BMMUs in concern thematic</li> </ul>
4	District Coordinator (IB/CB)	<ul style="list-style-type: none"> <li>• Coordinating the IB&amp;CB activities in delivering the required task including handholding support to BMMUs in concern thematic.</li> <li>• Regular field visit to understand the interventions and guide BMMU team accordingly</li> <li>• Regular monitoring and evaluation of the various thematic interventions and regular report to concerned officials at SMMU.</li> </ul>
5	District Coordinator (Skills)	<ul style="list-style-type: none"> <li>• Coordinating skills mission in the district</li> <li>• Constant monitoring of skill mission at block level.</li> </ul>

6	District Account Assistant & MIS Assistant / DAA	<ul style="list-style-type: none"> <li>• To ensure that proper financial management practices is followed in the District.</li> <li>• Fund utilization as per the budget and financial norms.</li> <li>• To ensure regular updation of MIS from concerned block and analyse the data on regular basis</li> </ul>
7	District Coordinator-L (Farm)	<ul style="list-style-type: none"> <li>• Coordinate Livelihoods activities within the district.</li> <li>• Assist thematic head in delivering the required task including hand holding support to BMMUs in concern thematic</li> </ul>
8	District Coordinator (SI/SD)	<ul style="list-style-type: none"> <li>• Coordinating the SI/SD activities in delivering the required task including handholding support to BMMUs in concern thematic.</li> <li>• Regular field visit to understand the interventions and to support BMMU team.</li> <li>• Regular monitoring and evaluation of the various interventions and regular report to concerned officials at DMMU/SMMU.</li> </ul>
9	District MIS Assistant	<ul style="list-style-type: none"> <li>• Ensure timely and accurate data entry of all MIS related data of the project.</li> <li>• Any other tasks assigned by the SMD and other Officials of the Mission.</li> </ul>
10	Multi-Tasking Assistant	<ul style="list-style-type: none"> <li>• Record and maintenance of outgoing and incoming files.</li> <li>• Entry of all Daks and physical maintenance of files.</li> <li>• Photocopying of documents and s etc.</li> <li>• Dispatch of letters and files.</li> <li>• Record movement of office vehicles.</li> <li>• Any work assigned by the superior authority is also the responsibility of the employee.</li> </ul>

**Block Mission Management Unit:**

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

7	Cluster Coordinator (CC)	<ul style="list-style-type: none"> <li>• Conducting social mobilization and SHG formation and nurturing.</li> <li>• 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 &amp; mentor of SHG &amp; federations towards programme objectives; social mobilization, training &amp; capacity building of SHGs &amp; 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 &amp; village stay.</li> </ul>
8	Block Mission Accountant	<ul style="list-style-type: none"> <li>• To manage the finance of the BMMU and ensure proper utilization of funds as per norms.</li> <li>• To lead in conducting financial audit of Self Help Groups</li> <li>• To submit financial report to SMMU</li> </ul>
9	Block Coordinator (Skills)	<ul style="list-style-type: none"> <li>• Skill gap analysis of the community</li> <li>• Identification of skill training requirement including entrepreneurship development.</li> <li>• Ensuring all eligible individual receives required skill/ entrepreneurship training and to provide jobs.</li> </ul>
10	Data Entry Operator	<ul style="list-style-type: none"> <li>• Ensure timely and accurate data entry of all MIS related data of the project</li> <li>• Any other tasks assigned by the authority for effective implementation of the mission.</li> </ul>
11	Block Multi- Tasking Assistant	<ul style="list-style-type: none"> <li>• Record and maintenance of outgoing and incoming files.</li> <li>• Entry of all Daks and physical maintenance of files.</li> <li>• Photocopying of documents and s etc.</li> <li>• Dispatch of letters and files.</li> <li>• Record movement of office vehicles.</li> <li>• Any work assigned by the superior authority is also the responsibility of the employee.</li> </ul>