

**MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS
MA & UD DEPARTMENT, GOVERNMENT OF TELANGANA**

**O/o Mission Director
MEPMA, A.C guards
Hyderabad
Telangana.**

CIRCULAR

Cir. Roc.No.27491/MEPMA/RO/1/2017 Date: 17 .02.2024

- Sub : MEPMA – Convergence – Activities –TUFIDC –AMRUT-2.0- AMRUT Mitra in collaboration with DAY-NULM –request to provide the selected SHGs groups details in AMRUT works under AMRUT Mitra –Reg.
- Ref. 1.Lr.No : 010/TUFIDC/AMRUT-2.0/AMRUT-Mitra/2024 Dated 10.02.2024 from Principal Secretary to Govt, MA & UD Dept to MD MEPMA.
2.K-12013(13)/9/2023 –UPA-II MoHUA Dated 16.02.2014 from Under Secretary DAY-NULM –MoHUA , GoI to all the State Mission Directors ,DAY-NULM.
3.D.O.No-K-16011/1/2024-AMRUT Dated 07.02.2024 from the Additional Secretary ,MoHUA,GoI to the Principal Secretary Urban Development Department All States/UTs



The attention of all the Municipal Commissioners (MCs) and the Project Directors/DMCs, MEPMA in the state is invited to the subject cited, Wherein the Additional Secretary MoHUA ,GoI has informed that the AMRUT 2.0 guidelines envisage the involvement of women Self Help Groups (SHGs) in different aspects of water management ,such as water demand management water quality testing and water infrastructure operations. The Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) management has a key role in training and mobilizing SHGs.

2. A Collaborative effort called “AMRUT Mitra” is being taken up in partnership with NULM by engaging SHGs for water quality testing and infrastructure management. The aim of this collaboration is to empower women in water infrastructure and related projects through a comprehensive approach.

3 Accordingly , TUFIDC ; MA & UD department, Govt of Telangana informed that in implementation plan of “AMRUT Mitra” will include the SHGs in key activities include water sample collection and testing water bill collections ,operations and maintenance (O& M) of water treatment plants, parks and water bodies etc .

4. As per AMRUT-2.0 –AMRUT Mitra guidelines, the following are the Admissible works engaged by the SHGs, the details are

Technical Works

- Involvement in Water Infrastructure Operations and Maintenance, and DFT projects:
- Involvement in Water Infrastructure Operations and Maintenance, and DFT projects:
- Development and renovation of water bodies.

Non Technical Works :

- Water Quality Testing .
- Community-Led Water Conservation.
- Development and maintenance of public parks and playgrounds.

5. Therefore , all the Municipal Commissioners(MCs), the Additional Commissioner ,UCD GHMC and the Project Directors/DMCs, MEPMA are directed to provide the selected Self Help Groups(SHGs) details to engage in AMRUT works under “AMRUT Mitra” in the prescribed format for submission to GOI .

Encl :

1. Concept Note on AMRUT Mitra
2. Report Format

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**MISSION DIRECTOR
MEPMA**

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To

The Municipal Commissioner of all ULBs

The Additional Commissioner, UCD GHMC

The Project Directors/DMCs MEPMA of all Districts

Copy to the RDMA's of Hyderabad and Warangal Regions for information and necessary action

Copy to all the ACLBs (Except Hyderabad & Mulugu Districts) for information

Copy to the Collector & District Magistrates (Except Hyderabad & Mulugu Districts) for information.

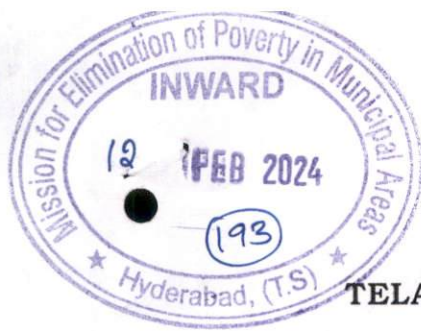
Copy submitted to the Vice Chairman & Managing Director State Mission Director , AMRUT & Principal Secretary to Government ,MA& UD Department for information.

**MEPMA-TELANGANA-TUFIDC-AMRUT-2.0-AMRUT-Mitra -Format
MA & UD Department**

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TELANGANA MEPMA-AMRUT PROJECTS FOR AMRUT MITRA (THROUGH SHGs)

[illegible]



**TELANGANA URBAN FINANCE & INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED**

From:

Sri M. Dana Kishore, I.A.S.,
Principal Secretary to Govt.,
MA&UD Department and
Vice Chairman & Managing Director,
State Mission Director, AMRUT.

To

The State Mission Director,
MEPMA, Hyderabad
Government of Telangana.

Lr.No: 010/TUFIDC/AMRUT 2.0/AMRUT-Mitra/2024 dt:10.02.2024

Madam,

Sub: TUFIDC - AMRUT 2.0 - AMRUT Mitra in collaboration with DAY-NULM- request to provide the selected SHGs groups details to engage in AMRUT works under AMRUT Mitra Regd.

Ref: D.O.No. K-16011/1/2024-AMRUT, dt: 07.02.2024 of Additional Secretary, MoH&UA, GoI.

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It is to inform that, in the reference cited, the Additional Secretary, MoH&UA, GoI has informed that, the AMRUT 2.0 guidelines envisage the involvement of women self-help groups (SHGs) in different aspects of water management, such as water demand management, water quality testing, and water infrastructure operations. The Deendayal Antyodaya yojana - National Urban Livelihood Mission (DAY-NULM) management has a key role in training and mobilizing SHGs.

A collaborative effort called "AMRUT Mitra" is being taken up in partnership with NULM by engaging SHGs for water quality testing and infrastructure management. The aim of this collaboration is to empower women in water infrastructure and related projects through a comprehensive approach.

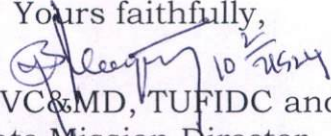
The implementation plan will include coordinated actions at various levels to promote active engagement and skill development among women in SHGs, leading to better urban drinking water management and user-friendly services for households. The key activities include water sample collection & testing, water bill collection, operations, and maintenance (O&M) of water treatment plants, parks, and water bodies, etc.

The guidelines for implementation of AMRUT Mitra have been approved by the Ministry to support the initiative's implementation on the ground and the funding for the projects will be sanctioned by GoI as per guidelines.

Also, the AS, MoH&UA, GoI, has informed that the States/UTs are required to provide a roadmap based on the guidelines, which should cover aspects such as a preparedness framework, designated projects for SHGs, roles and responsibilities of nodal persons from AMRUT & NULM, and a list of selected SHGs.

In this regard, the AS, MoH&UA, GoI, has informed that, approximately 1500 projects will be selected on a first-come, first-serve basis as part of this initiative and requested the States/UTs to submit the roadmap at the earliest.

In view of the above, it is requested to instruct the concerned to provide the selected SHGs groups details to engage in AMRUT works under AMRUT Mitra in the attached format for onward submission to GoI.

Yours faithfully,

for VC&MD, TUFIDC and
State Mission Director,
AMRUT

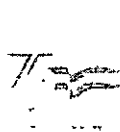
Encl: AMRUT Mitra Guidelines

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अपर सचिव

D. Thara, I.A.S.

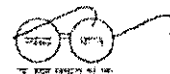
Additional Secretary



भारत सरकार
आवासन और शहरी कार्य मंत्रालय

GOVERNMENT OF INDIA

MINISTRY OF HOUSING AND URBAN AFFAIRS



D.O No. K-16011/1/2024-AMRUT

Dated: 07th Feb., 2024

Dear Madam/ Sir,

The AMRUT 2.0 guidelines envisage the involvement of women self-help groups (SHGs) in different aspects of water management, such as water demand management, water quality testing, and water infrastructure operations. The Deendayal Antyodaya Yojana - National Urban Livelihood Mission (DAY-NULM) management has a key role in training and mobilizing SHGs.

2. To actively involve these SHGs in the water sector nationwide, a collaborative effort called '**AMRUT Mitra**' is now being taken up in partnership with NULM by engaging SHGs for water quality testing and infrastructure management. The aim of this collaboration is to empower women in water infrastructure and related projects through a comprehensive approach.


3. The implementation plan will include coordinated actions at various levels to promote active engagement and skill development among women in SHGs, leading to better urban drinking water management and user-friendly services for households. The key activities include **water sample collection & testing, water bill collection**, operations and maintenance (O&M) of water treatment plants, parks and water bodies, etc.

4. The guidelines for implementation of AMRUT Mitra have been approved by the Ministry to support the initiative's implementation on the ground. States/UTs are required to provide a roadmap based on the guidelines, which should cover aspects such as a preparedness framework, designated projects for SHGs, roles and responsibilities of nodal persons from AMRUT & NULM, and a list of selected SHGs.

5. Approximately 1,500 projects will be selected on a first-come, first-serve basis as part of this initiative. Therefore, States/UTs are kindly requested to submit their roadmap at the earliest.

With regards,

Yours Sincerely,


(D. Thara) 07/2/2024

To,
Principal Secretary/ Secretary,
Urban Development Department
All States/UTs

Copy to: State Mission Directors (AMRUT/ AMRUT 2.0), All States/UTs.

Ministry of Housing and Urban Affairs
Government of India

AMRUT Mitra

“Women for Water, Water for Women”

1. Introduction

Access to clean and sustainable water is a fundamental human right crucial for ensuring the health, well-being, and prosperity of urban communities. Sustainable Development Goal 6.4 underscores the global commitment of enhancing water-use efficiency in all sectors, promoting responsible water withdrawals, and ensuring a continuous and sustainable supply of freshwater. The objective is to tackle the growing issue of water scarcity, aiming to significantly decrease the number of individuals affected by this challenge by the year 2030. Atal Mission for Rejuvenation and Urban Transformation 2.0 (AMRUT 2.0) has been launched to prioritize sustainable water management and to ensure 100% coverage of sewerage/septage management in AMRUT Cities.

Under Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (DAY-NULM), urban Self-Help Groups (SHGs) have emerged as powerful instruments of social and economic change. These women, through their collective efforts and shared resources, have been actively participating in various livelihood activities, fostering empowerment, and contributing significantly to the overall socio-economic fabric of urban communities. They serve as change agents, demonstrating the transformative capacity of grassroots movements to reshape the urban environment and advance empowerment and inclusivity.

Recognizing the significance of water management, urban SHG women can play a vital role as **AMRUT Mitra**- in water demand management, water quality testing, water infrastructure operations, and other water sectoral projects. This initiative will uplift their socio-economic status as well as their quality of life.

2. Objective

The objectives of the initiatives are:

- 2.1 To foster skills among SHG women related to water management in their communities
- 2.2 SHGs women will be engaged to enhance the management of urban drinking water supply and provide better, consumer-friendly services directly to households
- 2.3 To create sustainable livelihood opportunities for SHG women from the water management projects
- 2.4 To encourage a sense of ownership and responsibility among SHG women regarding water infrastructure, guaranteeing its maintenance and sustainability
- 2.5 To raise community awareness about water conservation practices, encouraging responsible water use and sustainable management;
- 2.6 To monitor and evaluate the effectiveness of water management projects, promoting transparency and accountability;

2.7 To ensure a strong community connection, SHG women will serve as a bridge between consumers and water supply authorities at the ward level.

2.8 To develop a cadre of social capital within SHGs, forming a network of support that can contribute to reducing urban poverty.

3. Approach

The goal of this convergence is to offer the AMRUT Mitras comprehensive, end-to-end support for active involvement of women in water infrastructure and water related projects. The initiative/convergence's implementation framework will incorporate multi-level cooperation and be participatory in nature.

4. Framework for convergence- DAY-NULM and AMRUT

Identification of AMRUT Sectoral Projects

Based on the AMRUT 2.0 guidelines, below are suggestive technical and non-technical interventions involving AMRUT Mitra that align with the mission's objectives.

These interventions aim to empower SHG women and leverage their community connections to drive effective implementation of AMRUT 2.0's objectives, particularly in the water sector, while fostering a sense of ownership and sustainability within the communities they serve.

Note: 1. No subletting of work will be allowed under AMRUT Mitra projects/work allocated to the SHG. The member of the SHG will execute labour components of the works.

4.1. Technical works

4.1.1 Involvement in Water and Sewerage Infrastructure Operations and Maintenance

Enable SHG women to participate in operating and maintaining water infrastructure, emphasizing their roles in ensuring functional tap connections to all households, acting as a bridge between water supply agency and consumers.

- **Billing & Collection**
 - Meter reading
 - Bill generation (through POS machines) and distribution
 - Collection of charges
 - Collecting water user charges and property tax
- **Leak Detection & Plumbing Works**
 - Carry out repair works for water leakage in pipelines.
 - Carry out basic plumbing works.
- **Maintenance of Water Treatment Plants (WTPs)**
 - Water quality sampling (for smaller plants)
 - Outreach programs – Jan Adalat, addressing water issues and challenges.
 - Plant premises beautification/ cleaning/ gardening
- **Works at FSTPs (below the capacity of less than 1,000 KLD)**
 - Plant premises beautification/ cleaning/ gardening
- **Works of Pump-houses**
 - Visual inspection (meter functioning and detect visual leakages)

4.2 Non-technical works

4.2.1 Water Quality Testing

Empower SHG women with specialized training to test water quality, women will be able to ensure safer drinking water for households.

- **Community-Based Water Testing**
 - Conduct water quality tests at user end using Field Testing Kits
- **Institutional Water Testing**
 - SHGs to be utilized for sample collection by parastatal/ Govt agencies or departments for broad basing institutional water testing through certified labs

4.2.3 Maintenance of public parks and playgrounds

- Daily maintenance including, but not limited to:
 - Maintain cleanliness
 - Record keeping/ inventory
 - Tree plantation and maintenance of vegetation
 - Beautification works
 - Carry out wall paintings/ graffiti showcasing methods of water conservation/ local folklores related to water/ AMRUT 2.0 related material, etc.

5. Identification of public works

- As per AMRUT 2.0 Operational Guidelines, the Mission aims to ensure community participation by co-opting women and youth for concurrent feedbacks about its progress. Women SHGs should be involved in activities such as water demand management, water quality testing, water infrastructure operations, etc.
- MoHUA has allocated a budget of ₹150 crore for involvement of SHGs and its federations in water infrastructure, water related projects and permeable green space projects, in the range of ₹2 lakh (minimum) to ₹10 lakh (maximum) per project to be taken up under AMRUT Mitra.
- The combined value of projects tendered to a single SHG group shall not be more than ₹30 lakh, per annum.
- The initiative shall be implemented in all statutory town.
- All States/ UTs would be required to submit a roadmap (as per the template available at **Annexure 1**), consisting of details such as, framework showing preparedness, identified projects for SHGs, nodal persons (AMRUT & NULM) with roles & responsibilities, shortlisted SHGs, resource training material and identification of trainers, etc.
- Overall, approximately 1,500 projects on a first cum first serve basis shall be selected under this initiative.
- The work allocated should only be carried out by the identified SHGs themselves
- AMRUT Mitra may also be involved in supervision of O & M work of Parks, Water bodies, STPs and WTPs being executed as an additional layer or as main executor as the case may be.
- The SHGs shall be graded on a yearly basis, based on the performance of work undertaken by them. A suggestive checklist to assess the performance of SHGs is available at **Annexure-2**, which can be modified by States.

Fund Allocation for achieving each milestone:

S.No.	Milestones in a Project	Phases of Fund Disbursement	Fund Allocation**
1	Approval of Roadmap submitted by State/ UT consisting of: a. Framework showing preparedness of State/ UT b. Identification of projects for SHGs c. Identifications of Nodal persons (AMRUT & NULM) with roles & responsibilities d. Shortlisting of SHGs e. Identification of project wise mentors f. Resource materials and identification of trainers (To be reviewed by competent authority) Provide technical trainings through training agencies for various projects Onboard and engage the SHG/ SHG member	I	50% of proposal value
2	<ul style="list-style-type: none"> EOI release Award of EOI Completion of first round of SHG trainings Initiating of work on ground 	II	30% of proposal value
3	Completion of 100% of the project	III	20% of proposal value

Note:

- (i) The geo-referenced photographs of progress at worksite will be uploaded in the MIS by SHGs.
- (ii) Release of first instalment will be on the basis of estimated cost of projects. However, subsequent installments will be based on actual projects cost and the excess/deficit will be adjusted in subsequent instalments.
- (iii) Release of 2nd/ 3rd instalment will be subject to submission of 75% Utilization Certificate of previous releases.
- (iv) Release of first installment in the current FY 2023-24 will be subject to availability of funds

6. Process flow

6.1 Eligibility criteria for SHGs

- a. SHG must be already registered with National Urban Livelihoods Mission (NULM) and follow Panchsutra* (5 cardinal principals- *regular meetings, regular savings, internal lending, regular repayment, and book-keeping*)
- b. At least one member of the SHG should have basic education till 8th standard and digitally literate.
- c. SHG group must have an active bank account in their name.
- d. No criminal or anti-social track record.
- e. SHGs with prior experience in water-based activities/ construction work will be preferred.
- f. SHG working in the ward will be given preference for awarding of projects.

6.2 Steps to be followed (details at Annexure 3):

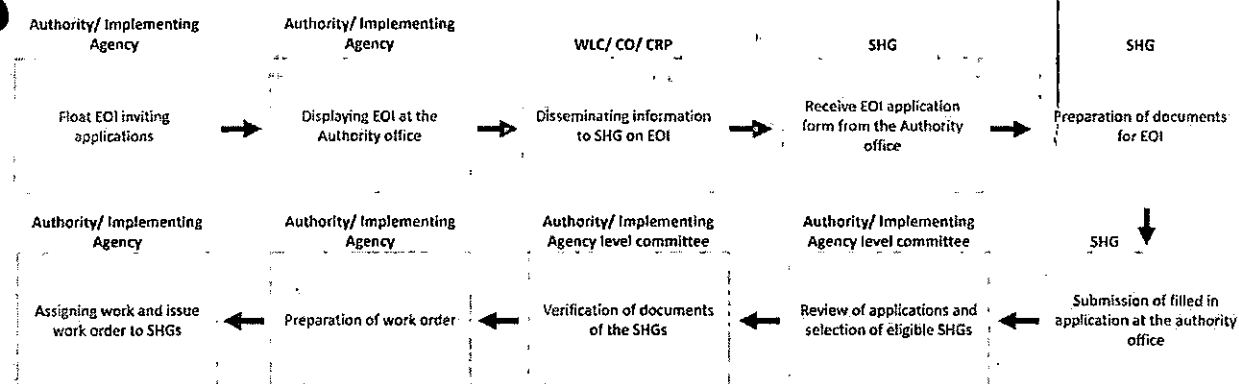


Figure 1: Process flow for shortlisting SHG members for projects

7. Capacity building and skilling

An inclusive capacity-building plan will be developed to build the capabilities of AMRUT Mitra focusing on various aspects of water management. Training modules are to be developed at the National level in consultation with Local Government Bodies, NGOs, and water sector experts to provide comprehensive, multi-level support to AMRUT Mitra. A pool of master trainers is to be created at the State/ULB level. The capacity-building plan will include:

- Both the missions will jointly identify and allocate mentors for project specific training for SHGs.
- Enhancing leadership skills among urban SHG women, focusing on their role as AMRUT Mitra in water management.
- Training on water management projects, such as water quality testing, infrastructure operation, and maintenance
- Skilling in data collection, analysis, and reporting in the implementation of water-related initiatives
- Training on monitoring and evaluation techniques, enabling them to assess the effectiveness of water management projects and collection of feedback on functional outcomes
- Certified customized courses for AMRUT Mitra to be developed in coordination with the Water Management and Plumbing Sector Skill Council.

8. Funding for capacity building and exposure visits

3% of fund allocated for AMRUT Mitra projects can be used for the Capacity Building and Technical Training. This amount may be used to cover costs for training and training material, etc.

9. Resource organization

Resource Organizations shall be engaged to provide support to States/UTs and ULBs in the development of training modules and IEC materials. These organizations serve as valuable partners by bringing in specialized expertise, technical knowledge, and a structured approach to the creation of resources essential for the effective implementation of the convergence activity.

NULM may also coordinate with NIUA Water Alliance for creation and dissemination of training modules.

10. IEC activities

- To create awareness and disseminate information regarding the objectives of *AMRUT Mitra* and water management, a comprehensive Information, Education, and communication (IEC) strategy shall be carried out at State and ULB levels.
- Innovative use of various platforms and IEC tools will be encouraged to reach the SHG women and the public in an effective and engaging manner.
- Focused campaigns shall be carried out at the National, State/UT, and ULB levels to disseminate necessary Information and create awareness.
- SHG institutions i.e., Area Level Federations and City Level Federations shall enhance the effectiveness of awareness and Behaviour Change Communication activities, ensuring widespread outreach and engagement within the community.

11. Cross learning and exposure visit

Cross-learning and exposure visits shall help in the transformative experience for AMRUT Mitra in water conservation and management. During such visits, they could witness sustainable water management practices, gain insights into water sector projects, and understand the importance of community involvement in preserving water resources. Visit of AMRUT Mitra to States/UTs where SHG women are actively involved in water sector projects would empower them to develop as advocates for water conservation, enhancing their understanding and commitment towards sustainable water management.

12. Monitoring

12.1 Monitoring and evaluation of the campaign

An effective monitoring mechanism shall be put in place for monitoring the AMRUT Mitra initiative, ensuring both transparency and accountability. MoHUA will maintain the MIS to capture real-time physical and financial progress for regular monitoring. The integration of a real-time dashboard, powered by GIS technology, will provide an inclusive view of essential monitoring parameters.

NULM shall conduct an impact assessment to ensure the active participation of local communities by monitoring the participation and performance of AMRUT Mitra.

To empower SHGs, the portal will host dedicated sections for training modules and access to resource materials, fostering knowledge dissemination and skill development. Login credentials will be provided at different levels, that is Central, State, ULB, ALF to update information, download reports/ resource material and monitoring purposes. A real time dashboard will be linked with the key outcomes to access data.

AMRUT Mitra shall follow the below monitoring mechanism:

- **State-level Monitoring Committee** as per AMRUT 2.0 Guidelines.
- State-level Monitoring Committee to **review progress quarterly**.
- **First Roadmap** to be submitted by States/ UTs within 1 months of launch, subsequent roadmaps can be submitted on rolling basis.
- **MoHUA** to review submissions as per AMRUT 2.0 Guidelines.
- The progress of the initiative will be captured on AMRUT 2.0 collaboration portal or a dedicated online portal.

12.2 Gender based monitoring and evaluation

NULM will also be responsible for Gender based monitoring and evaluation:

- **Participatory monitoring:** Involving SHG women from initiation, in identifying activities and indicators, and analyzing the results of improving future processes to build a sense of ownership within them
- **Gender audits:** To be carried out through self-assessment to facilitate change and develop action plans/ internal monitoring systems
- **External evaluation:** External feedback on progress and outcomes
- **Impact evaluation:** To assess desired outcomes and to evaluate unanticipated results

13. Roles and Responsibilities

13.1 National level

Integrating AMRUT 2.0 with DAY-NULM can create a powerful synergy, especially concerning the involvement of Self-Help Groups (SHGs) in urban development. Below is framework for convergence between AMRUT and DAY-NULM:

- **AMRUT 2.0**
 - Responsibilities: Lead urban infrastructure development projects, design and float national level AMRUT Mitra framework, ensuring adherence to AMRUT guidelines
 - Coordination with DAY-NULM: Liaise and collaborate on joint initiatives, providing necessary support and information sharing
- **DAY-NULM**
 - Responsibilities: Collaboration with AMRUT: Align efforts and identify opportunities for joint programs and SHG involvement in AMRUT initiatives

S.No.	Activity	AMRUT	DAY-NULM
1	Identification of SHGs	AMRUT 2.0 Collaboration portal will fetch data from NULM database of active SHG women involved in ongoing projects	Utilize the established network and expertise of SHGs under DAY-NULM for livelihood initiatives and capacity building
2	Joint Capacity Building	NIUA Water Alliance to provide modules for training programs for SHG women related to water demand management, infrastructure operations, and quality testing, etc.	Offer skill enhancement and livelihood training to SHGs focusing on income generating AMRUT activities
3	Collaborative Project Planning	Identify projects and works as per the assessment by AMRUT 2.0 State Mission Directorate	Align SHG activities with AMRUT projects, ensuring complementary efforts in community development and urban infrastructure
4	Funding for AMRUT Mitra	Allocate funds for SHG involvement in water infrastructure operations, capacity building, and community-led initiatives	-
5	Community Engagement and Awareness	Empower SHG women to lead awareness campaigns on water conservation, recycling, and infrastructure management	Utilize SHGs to disseminate information on social and financial inclusion, and skill development
	Monitoring and Feedback Mechanism	Provide a framework for SHGs for monitoring project implementation, collecting community feedback, and ensuring the mission's progress aligns with local needs	Establish mechanisms within SHGs to provide feedback on both urban development and livelihood initiatives for continuous improvement

13.2 State level

- State Coordination Committee
 - Role: Develop a joint action plan and oversee the integration of AMRUT and DAY-NULM efforts at the state level, in coordination with ULBs and ward committees
 - Implementation Oversight: Monitor progress, resolve issues, and facilitate coordination among relevant state departments.

13.3 ULB level

- Convergence Cell
 - Role: Facilitate coordination between AMRUT and DAY-NULM implementing agencies within the ULB. Execute joint initiatives, ensuring alignment with state and national guidelines
 - Project and SHG identification and alignment
 - Monitoring and Reporting: Monitor progress, report on project status, and address implementation challenges

13.4 Ward level

- Community Engagement Teams
 - Responsibilities: Identify localized needs, oversee project implementation, and engage with community stakeholders
 - Local Coordination: Collaborate with ULB-level units and facilitate community involvement in joint initiatives
 - Functions: Engage local communities, SHGs, and stakeholders in collaborative efforts aligned with AMRUT and DAY-NULM objectives
 - Feedback Collection: Gather feedback, address community concerns, and provide regular updates on project developments.

Annexure 1**Template for Roadmap**

S.No.	Action Item	Details	Remarks (If any)
1	Identification of projects for SHGs for technical/ non-technical works		
2	Identifications of Nodal persons (AMRUT & NULM) with roles & responsibilities		
3	Shortlisting of SHGs for technical/ non-technical works		
4	Procurement timelines and modalities for awarding work to SHG groups		
5	Resource materials and identification of trainers		
6	Annual training calendar based on technical/ non-technical works		
7	Physical and financial monitoring of projects awarded to SHGs		
8	State/ UT specific checklist to assess the performance of SHG groups		
9	System in place to recognize SHGs through awards		
10	Documentation and compliance as per work order		

Annexure 2**Suggestive Checklist to Assess the Performance of SHGs**

(Open for modification by States/ UTs)

S.No.	Action Item	Grade (Illustrative)	Remarks
1	Daily Attendance	****	
2	Weekly task completion and documentation	**	
3	Timely submission of invoice/ bill	****	
4	Timely payment of remuneration to each member (after payment has been received from ULB)	**	
5	ULB nodal/ project engineer's satisfaction with SHG work	****	
6	Overall completion of each task as per the timeline	**	
Average		★★★★	

(5 star = Excellent, 4 star = Good, 3 star = Average, 2 star = Below Average, 1 star = Poor)

Annexure 3**Process Flow****Detailed steps to be followed:****a. Shortlisting SHG**

The ULBs shall release an Expression of Interest (EOI), inviting applications from the eligible SHG. This announcement will be prominently displayed at the ULB. The dissemination of information regarding the EOI to the SHGs will be carried out by the Ward Level Committee/ CO/ CRP. Application forms for the EOI will be made available at the ULB office.

Subsequently, SHGs will compile the requisite documentation for the EOI and submit it to the ULB. Verification and evaluation of the documents and applications will be conducted by ULB level committee/ task force in accordance with the predefined eligibility criteria. Upon completion of these processes, the AE will generate the necessary work order.

b. Provide technical trainings through training agencies for various projects

The comprehension of program objectives and the corresponding roles and responsibilities by AMRUT is pivotal for the successful implementation of the program. Upon the empanelment of master trainers at the state level, batch – based approach of 15 SHGs will be employed to initiate training simultaneously across all states. Training coordinators will meticulously devise a training plan and calendar to ensure systematic implementation. Master trainers will be allocated their training locations based on preferences and requirements, also serving as mentors to approximately 15 SHGs each. The selected SHG/ SHG members are mandated to undergo pre and post-training assessments, conducted through an online platform, to enable continuous monitoring and tracking of their progress. Given the foundational knowledge of digital tools among SHGs/ SHG members, online assessments are deemed feasible. The training content, module development, and teaching methodologies will be structured to empower women SHG members in effectively executing water-related activities.

c. Onboard and the engage the SHGs/ SHG member

Upon the completion of specialized training for their designated projects and requisite expertise, the SHGs/ SHG members will be formally awarded the project and engaged. Regular monitoring of SHG/ SHG member activities will be overseen by AE/ JE of the respective ULB. It is imperative for SHGs/ SHG members to provide weekly updates on their work processes through the designated portal. The concerned ULB will be responsible for facilitating updates on the portal.

In case of successful completion of construction projects (technical), the SHGs are mandated to submit comprehensive reports, inclusive of pictures, detailing the work completion in the prescribed format through the Web portal. Further, all projects will undergo Geo-tagging, and chronological Geo-tagged photographs capturing the site before the initiation of work, at intermediate stages, and upon completion will serve as documented records. These records, along with the Work Completion Report (WCR), will be uploaded onto the Web portal.

d. Updating the MIS

The Ministry is dedicated to realizing the objectives of the initiative through effective and routine monitoring facilitated by a Web portal. A workflow-centric, web-enabled IT solution, coupled with a mobile application, will be devised to meticulously document transactional details throughout the initiative's execution. Timely and precise data entry, upload, and updates are deemed crucial for the success of this initiative. Key information, including the total number of completed projects, engaged SHGs, and other pertinent details, will be made publicly available for transparency and accountability.

e. Provide handholding support to them

Any additional inquiries related to projects or those specific to AMRUT Mitra will be addressed by the designated mentors. Sustained guidance and support are essential for the successful execution of the initiative.

f. Refresher trainings

Upon the successful awarding of the project contract to SHG, it is mandated that refresher training sessions be conducted at the interval of two weeks from the date of project/ contract commencement, and subsequently, at biweekly intervals. Refresher training sessions will serve to ensure that SHGs remain abreast of the subject matter and feel proficient in carrying out their responsibilities.

Community Bz Technical
Institutional V Non Technical
Public Parks & Playground Maintenance
Others

unds available in State A&OE (INR Cr.)

[illegible]