

### పట్టణ పేదరిక నిర్మూలన సంస్థ, తెలంగాణ

Mission for Elimination of Poverty in Municipal Areas





From
Sri Dr .B. Janardhan Reddy, IAS.,
Mission Director (FAC),
MEPMA Telangana,
3<sup>rd</sup> Floor, E-in-C (PH) Office Complex,
640 - A.C. GUARDS,HYDERABAD-04

To All the Project Directors DPMUs, MEPMA Telangana State.

#### Letter .No. 466/2014/MEPMA/E1, dated: 0 1 -08-2015

Sub: - Establishment - MEPMA Telangana - Filling up of vacant posts in DPMUs Reg.

Ref: - Video Conference held on 25-08-2015.

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It is informed that, during the Video Conference held on 25-08-2015 the MD, MEPMA Telangana directed all the Project Directors of MEPMA Telangana to take necessary steps for filling up of all the vacant posts in the DPMUs duly following the procedures and guidelines in force.

MISSION DIRECTOR (FAC)

From Sri M.Jagadeeshwar , I.A.S., Mission Director, MEPMA Hyderabad. To The District Collector,

#### Lr.Roc.No.1/ UPA/ IKP Urban 2007/ dated: 26.5.2008

Sir,

Sub: Implementation of IKP-Urban – engagement of Livelihood and Microfinance specialist – guidelines – communicated - regarding.

Ref: 1. G.O Ms No 414 dated 4.6.2007

1.G.O Ms No 119 dated 28.4.2008

2.Lr dated 29.5.2008 addressed to CEO, SERP

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In order to strengthen the SHG movement in urban areas, Govt have sanctioned Project Director (IKP Urban) in each district with adequate supporting staff. Similarly each ULB is equipped with one TPrO/PRP and other with supporting community development staff. The objective is to promote, nurture and strengthen community based organisations in urban areas. According to G.O 1<sup>st</sup> cited, the District Collector is the chairman of District level MEPMA unit.

Now it is proposed to position staff in all the districts so that all the activities are taken up on the lines of SERP in rural areas.

In the ref. 2<sup>nd</sup> cited, 72 posts of Jr specialists at district level are sanctioned in Institution building, Microfinance and Livelihoods (copy enclosed) for providing professional input to District and ULB units of

MEPMA and to ensure professionalism in formation and strengthening of self managed and self reliant institutions in all the ULBs

The guidelines for engagement of District level posts in Livelihood and Microfinance are prepared and it is requested to see that the District level specialists in Microfinance and Livelihoods are positioned in the districts by 4<sup>th</sup> week of June'08. As regards specialist in IB in each district, CO SERP was requested to depute them from out of APMs working in SERP.

#### Guidelines for positioning of District level specialists:

The following guidelines shall be followed by the District Units for taking the services of specialists (Micro finance, Livelihoods)

#### 1. Selection committee at District level:

District level selection committee shall be constituted with the following officers

- 1. District collector, chairman
- 2. PD,IKP Urban, Member convenor
- 3. ZMS -President /Secretary-member
- 4. MCs of all ULBs (members)
- 5. PD DRDA member

#### 2.Selection procedure:

- There will be an MoU between PD/IKP & ZMS to render the services of the specialists.
- Zilla samakhya to give paper advertisement duly specifying the qualifications for the said posts (draft advertisement enclosed)

Written test/interviews shall be conducted by the District level committee, to the short listed individuals

- Selected list will be prepared by the selection committee at district level and the same is forwarded to ZMS.
- ZMS will appoint the specialists on contract basis and make available their services to PD-IKP Urban

- Monthly remuneration shall be paid to ZMS by PD IKP. ZMS will
  in turn disburse the same to the specialists so recruited.
- ZMS is the employer for the specialists. However they shall work at the district level MEPMA unit as per TOR agreed by ZMS.
- Detailed job-chart (TOR) for each specialist are enclosed herewith

## 3. Qualifications: The qualifications of specialist in 3 fields may be as follows:

	SHG IB specialist	Micro finance specialist	Livelihood Specialist
Method of recruitment& eligibility	On deputation from SERP from the cadre of APMs and above Masters degree in any field preferably in Social sciences	Retired branch managers or LDMs. worked in rural and semi urban branches and having knowledge of SHG concept and bank linkages on outsourcing basis from Zilla samakhya	Master's degree in social sciences/business management/Professional degree or equivalent qualification on outsourcing basis from Zilla samakhya
Experience	5 years of experience in formation of SHGs and their federations including minimum of 3 year experience in formation of federations	3 year experience as Branch manager or equivalent in SHG Bank linkage programme	Minimum of 3 years experience in relevant field at both state and local government level. Experience in placement linked trainings in urban area Experience in livelihood programmes under APUSP shall be given preference.
Other qualifications	Familiar with alternative approaches/models of institutions of the poor	Preference would be given to retd.LDMs and District Banking coordinators	Familiarity with alternative approaches in supporting sustainable livelihoods
	Fluency in Telugu English & Urdu language	Age not above 65 years. Fluency in Telugu, Urdu and English languages. Passion for social service.	2-3 years experience in implementation of urban livelihood programmes. Fluency in Telugu, English and urdu languages

4. a) Remuneration proposed for the Specialists per month at district level is as shown below:

IB Specialist: on deputation from SERP. He/she shall draw same salary & allowances as fixed by SERP.

Microfinance: Rs 15000 + Rs 2000 (fixed conveyance allowance) + Rs 1000 (cell phone allowance)

Livelihoods: Rs 12000+Rs 2000 (fixed Conveyance allowance) + Rs 1000 (cell phone allowance)

PD, Urban shall obtain monthly work done report from the individual and disburse the remuneration to Zilla samakhya for onward payment to the individual.

Service-charges payable to ZMS shall be paid extra separately.

<u>5. Budget</u>: Quarterly budget relating to community structure and A&OE components would be released by MEPMA head office to the district unit.

The district unit would release the same to Zilla samakhya, as per the requirement.

#### 6.Appointment procedure:

- · No appointment order shall be given by PD-IKP urban
- After selection, President/Secretary of ZMS will sent an intimation letter to the candidate accepting the services initially for a period of 11 months specifying the TOR (job chart of specialists)
- Joining report will be given by Specialists to Zilla samakhya accepting the offer

• Zilla samakhya will position the services in the districts under PD,Urban

7. The following time schedule shall be followed by the PD IKP Urban/PD DRDA, while engaging the services of Specialists:

SI No	Activity	Time line
1	Paper notification by ZS in Dist edition	Before 22 <sup>nd</sup> June'08
2	Last date for inviting applications	5 <sup>th</sup> July'08
2	Interviews for the short listed persons by the District level committee	10 <sup>th</sup> July'08
3	Immersion & training through ZS	11 <sup>th</sup> to 16h July
4	Placement in Districts by Zilla samakhya	17th July'08

All the District Collectors are requested to ensure that timelines fixed are adhered and immediate action is taken accordingly.

thanking you,

Yours faithfully,

MISSION DIRECTOR, IKP-URBAN.

Copy to Project Director, IKP Urban

#### //DRAFT//

Zilla Mahila Samakhya - district

Zilla Mahila Samakhya invites applications from suitable candidates for the following positions on contract basis to work in IKP Urban district units.

#### Micro finance specialist:

Individuals having 3 years experience in SHG Bank linkages i.e., Retired branch manager or LDMs or District Banking coordinators worked in rural and semi urban branches having age not more than 65 years, fluency in Telugu, Urdu and English, passion for social service are eligible to apply.

Remuneration per month is Rs 18000/- inclusive of all allowances

#### Livelihood Specialists:

Individuals having minimum of 3 years of experience in implementation of placement linked training programmes in ULBs and qualification of master's degree in social sciences/business management/Professional Degree or equivalent, fluency in Telugu,Urdu and English, experience in alternative approaches in providing sustainable livelihoods are eligible to apply

- Experience in livelihood programmes of APUSP will be given preference.
- Remuneration per month is Rs 15000/- inclusive of all allowances.

The interested individuals can send their bio data to the address mentioned hereunder. Bio datas should reach Zilla samakhya, by '08. to the address mentioned below.

The President
Zilla SamakhyaAddress:
district

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For any clarification please contact

#### MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS (MUNICIPAL ADMINISTRATION DEPARTMENT)

From Sri M. Jadadeeswar, IAS., The Collector and District Magistrate, Mission Director, MEPMA. ----- District, Municipal Administration Department, A.C. Guards, Hyderabad 500 004

Sir..

#### Lr. Roc. No. 1/1KP-Urban/2008/E2, Dated mons 2008,

Estt. - MEPMA / IKP-Urban - Sensitive Support Mechanism -Procurement of Community Organisers through Zilla Mahila Samakvas - Reg.,

Ref: 1. G.O. Ms. No. 414, Dated: 04.06.2007. 2. G.O. Ms. No. 119, Dated: 28.04.2008.

Roc. No. /2008/MEPMA/A3. Dated: 20.05.2008.

4. Govt. Memo No. 15695/UBS/2007. Dated: 27.07.2007.

-:000:-

The MEPMA, IKP-Urban is being implemented in all 124 ULBs in the state. The main objective of the programme is to implement various social mobilization activities.

In accordance with instructions vide Ref. 1 and 2, the govt has issued instructions for institutional set up for MEPMA for implementation of Poverty Alleviation Interventions. Accordingly, the State Level, District Level and ULB level set ups are being established.

The Project Director (Urban), IKP Urban (MEPMA), erstwhile DPO may request the Zilla Mahila Samakya, to provide the services of COs immediately after due approval by the District Committee consisting of Zilla samakhvas President, Collector, PD, DRDA, PD Urban. Municipal Commissioner concerned on quality and usefulness of personnel for CO services duly following the norms as mentioned below:

#### Selection procedure:

There shall not be any direct appointment by MEPMA or PD, MEPMA. Services of personnel shall be hired from Zilla Mahila Samakya after entering MOU. Applications may be invited by Zilla Mahila Samakhya through paper advertisement given by Zilla samakhya and then interviews may be conducted to the short listed individuals by the above committee and they may be positioned in towns through ZS as permitted by government as agency for IKP Urban work CRP Strategy vide ref. 4; 90% weightage may be given to the marks secured in degree Examination and 10% for interview.

Qualifications: The qualifications of COs may be as follows:

- Any graduate
- Age between 25-35 years
- Fluency in Telugu, may be English and Hindi
- Local Resident of the Town
- Passion for development particularly for the empowerment of the poor

Rule of Reservation may be considered taking district as unit to ensure fair representation to weaker sections.

#### Appointment Procedure:

- (1) No appointment order shall be given by PD-IKP Urban or Municipal Commissioner.
- (2) After selection, President or Secretary of ZMS will send an intimation letter to the candidate accepting the services initially for a period of 11 months specifying the TOR (Enclosed)
- (3) Joining report will be given by (O to Zilla samakya accepting the offer.
- (4) Zilla Mahila Samakya will position the services in the respective ULB under Municipal Commissioner.
- (5) Zilla Mahila Samakya shall train the candidates in formation of CBO's and place their service in ULB's.
- (6) PD. IKP-Urban reserves the right to reject the services of any candidate at any time if the services of such candidate and found to be not satisfactory.
- (7) Since the contact for services for a period of 11 months is only between ZMS and the candidate there shall not be claim for continuation or regularization shall be entertained by PD, IKP-Urban.

#### Remuneration

- (1) Per month remuneration shall not exceed Rs.5500/- inclusive of conveyance allowance.
- (2) PD –IKP Urban shall obtain the satisfactory monthly-work-done report from Municipal Commissioner / TPrO and disburse the amount to Zilla Samakya for onward payment to individual.
- (3) Service charge payable to ZMS shall be paid extra separately.

I, therefore, request to expedite the process and position the CO Services immediately from the Agency of Zilla Mahila Samakhya immediately and action taken may be intimated.

Yours Faithfully.

Encl:TOR

Mission Director, MEPMA.

Copy to PD Urban, IKP Urban (MEPN	(1A) for taking	necessary action of	n expediting the
process. Copy to Municipal Commissioner		Municipality fo	or necessary
action.			

(R.R.D

#### MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS (MEPMA)

From Smt K. Sunitha, I.A.S., Mission Director, MEPMA, 3<sup>rd</sup> Floor, E-N-C (PH) Office Complex, 640-A.C. Guards, HYDERABAD - 500 004

All the Project Directors, DPMU, IKP-Urban, in the State

Rc.No.331/2010/E1 dated 27-04-2010

Establishment – MEPMA, IKP-Urban – Observation of Rule of Reservation in filling up the posts on out sourcing basis at DPMUs/ULBs – Reg.

Government in Circular Memo. No. 17944/68/SMPC/2007, dated 06-10-2007

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I invite your attention to the caption subject and inform that as per the instructions issued by the Government in the reference cited, the Rule of reservation and Presidential order as to be observed in all out sourcing appointments made in the Government/Departments as well as Qausi-Government organization in the State.

Therefore, I request all the Project Directors, DPMU, IKP-Urban, in the State to observe the Rule of reservation as prescribed in Rule 22 of A.P. State and Subordinate Services Rules, 1996 and other related G.Os issued thereon by the Government and also Presidential order while filling up the out sourced posts allotted at DPMU level and ULB level through out sourcing agency without giving scope of deviation.

(This has the approval of Mission Director)

Yours faithfully, Sd/-D.Ramachandra Reddy, for MISSION DIRECTOR

Administrative officer

1/t.c.f.b.o/

Based Organizations (CBOs) strengthening like Participatory Training Methodology (PTM), Poverty & SHG concepts, federation concepts, Gender etc., 3)The individual must have experience in imparting training to various CBOs i.e., member of SHGs and their federations. 4) The individual must be willing to work in the district. 5) The individual must have proficiency in computer applications like MS office. 6) The individual must have Fluency in Telugu (Reading, Writing and Speaking).7) Experience of working with Community Based Organizations (CBO) of Persons with Disabilities (PWDs) will be preferred. 8) The individual must have passion for social development 9) The Junior Specialists shall be reside in the same district of the DPMU, IKP-Urban.

Remuneration : Rs 10,000/- per month (inclusive of all allowances)

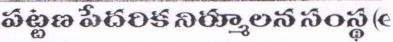
The Project Director, DPMU, IKP-Urban, of the district concerned shall circulate the file to the Chairman and District Collector of the District concerned and take necessary steps to engage the persons against the post, on out sourcing basis, through an out sourcing agency duly following the procedure/guidelines issued in the reference second and fourth read above (copies enclosed) besides the qualifications, age, experience and remuneration as prescribed above.

Sd/-K.Sunitha, MISSION DIRECTOR

To
All the Project Directors of the DPMU, IKP-Urban, in the State
Copy to the Chairman and District Collector, (22 Districts)
Copy to the Finance Manger of this office.

//t.c.f.b.o.//

Administrative officer







From

M. Bhupal Reddy, I.R.S., Mission Director, MEPMA,

3<sup>rd</sup> floor, E-in-C (PH) Office Complex,

640, A.C. GUARDS,

640, A.C. GUARDS, HYDERABAD - 500 004 To

All the Project Directors, DPMU,

IKP-Urban in the State.

Rc.No.1417/2008/E1 dated: 30-12-2011

Sub: Establishment – MEPMA – Outsourced personnel engaged through outsourcing agencies at District and ULB level – Enhancement of remuneration being paid to the Outsourced personals – Reg.

Ref:

- 1) G.O.Ms.No. 119, Finance (SMPC) Department, dated: 28-4-2008
- 2) This office letter Rc.No. 1032/2008/E1, dated: 18-02-2010
- 3) G.O.Ms.N. 3, Finance (SMPC) Department, dated:12-1-2011
- Representation of Pattana Indira Kranthi Patham (MEPMA) Staff Welfare Association, dated: 17-05-2011.
- 5) Representations of GHMC Specialists
- 6) Note orders of the Chairman, E.C., MEPMA/Secretary to Government, A.P. (M.A. & U.D.) dated: 29-12-2011.

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I am to inform that the remuneration is enhanced in respect of Junior Specialists at District level, Junior Specialists at ULB level and Project Resource Persons who are working in ULBs engaged through outsourcing agencies is as follows:

#### Specialists at District Level:

#### Already working Specialists

SI. No	Designation	Present Remuneration (Rs)	Enhanced Remuneration (Rs)
(1)	(2)	(3)	(4)
1	LH Specialists	15,000/- (inclusive of all)	18,000/- (inclusive of all)
2	IB Specialists	18,000/- (inclusive of all)	20,000/- (inclusive of all)
3	MF Specialists -	18,000/- (inclusive of all)	20,000/- (inclusive of all)

#### For New Recruits: 600 10 103

Sl.No	Designation	Remuneration(Rs)
(1)	(2)	(3)
I	LH Specialists	15,500/- (inclusive of all)
2	IB Specialists	15,500/- (inclusive of all)
3	MF Specialists	18,000/- (inclusive of all) (Retired Bank Officers)

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#### Functionaries at UL B Level:

SI. No	Designation	· Present Remuneration	Enhanced Remuneration
(1)	(2)	(3)	(4)
1	Junior Specialists	(1) Corporations more than 4.00 lakhs population Rs 10,000/- inclusive of all (2) Other Corporations and District head quarters Rs 9,000/- inclusive of all and (3) Other towns with the population more than 1.00 lakh Rs.8,000/ inclusive of all. (Maximum remuneration upto Rs.10,000/-)	10,000/- (inclusive of all)
2	Project Resource Persons	Rs 8,000/- inclusive of conveyance allowance (Maximum remuneration upto Rs.15,000/-)	(1)12,500/- inclusive of all, who are working at Corporations, Selection Grad Municipalities, Special Grade Municipalities & Grade-I Municipalities
		(Maximum remuneration upto Rs 10,000/-)	(2) 10,000/- inclusive of all, who are working at Grade-II, Grade-III Municipalities and Nagara Panchayats.

2) The above enhanced remuneration is implemented w.e.f., 01-01-2012 inclusive of all payable per month and the Project Directors, DPMU, IKP-Urban in the State are instructed to act accordingly.

Sd/- M.Bhupal Reddy, MISSION DIRECTOR

Copy to the District Collector/Chairman, DPMU, IKP-Urban in the State for information.

Copy to all Municipal Commissioners in the State for information.

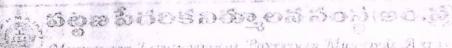
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M. Bhupal Reddy, I.R.S., Mission Director, MEPMA, 3<sup>rd</sup> Floor, E-N-C (PH) Office Complex,

All the District Collectors in the State

640 -A.C. Guards, HYDERABAD - 500 004

Letter Re, No.359/2012/E1, dated: 07-06-2012

Sin

Sub: Estt. - IKP-Urban, MEPMA - Engagement of COs, PRPs and Specialists - Revised qualifications required for recruitment - Communicated - Reg.

Ref. 1) G.O.Ms.No. 114. MA & UD Départment, dated: 4-6-2007.

2) G.O.Ms.No. 119 Finance (SMPC) Department, dated: 28-04-2008.

3) This office letter Roc. No. 1/UPA/IKP-Urban/2007, dated: 26-05-2008.

4) This office letter Roc, No. 475/JKP-Urb5an/2008/E2, dated: 4 (10-2008.

5) This office letter Roc.No. I/UPA/IKP-Urban/2008/E2, dated: 5-08-2008.

6) This off a letter Roc. No. 1/UPA/IKP-Urban/A5, dated: 6 08, 2008

7) This of the incular Rc.No.5504/26(a) /E1, dated: 27-04-7-)10 8) This of the letter Rc.No.977/2008/11, dated: 01-05-2010

9) This office letter Re.No.977/2008/E1, dated: 09-12-2011

10) This of the circular Rc No.977/2008/E1, dated: 16-12 3-23

In continuation of the orders issued vide reference 3<sup>rd</sup> to 10<sup>rd</sup> circu above, the following revised qualifications have been finalized for the outsourced personnel i.e., Community Organizors, PRPs and Specialisis working at District and ULB level.

Sl. No	Name of the post	Qualification as per existing guidelines of MEPMA	Now proposed qualification
ī	Community Organizer	Any Graduate (As per letter Rc.No.IKP-Urban/2008/E2, dated: 06-08-2008)	Any Graduate with knowledge in MS Office with a typing speed of 30 WPM.
2	Project Resource Person	Post Graduate in Sociology or Social Work with minimum experience of 1 year in Community mobilization (SJSRY / IKP / APUSP) in ULBs of AP or any graduate having experience of community mobilization for minimum 3 years in ULBs of AP (As per letter Roc.No.475/IKP-Urban/2003/E2, dt. 24-06-2008).	Community mobilization (SJSRV) (KP/APUSP) in ULBs of AP or any graduate with knowledge in

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3 Livelihood II. Master's	1. 18.
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per letter Rc.No.1/L/PA/JKP.    Golden   Junior   Urban/2007 date   Junior   Urban/2007 date   Junior   Urban/2007 date   Urban/2007 date	
6 Junior Urban/ 2007, dated: 26-05-2008 Specialists of the Carlotte In Section 19 (a) Post Graduate in Section 2008	1 (2)
Specialists (ULB) (a) Post Graduate in Social Work or	
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All the District Collectors and Chairman, DPMU, IKP-Urban are berch, requested to follow the above qualifications in future appointments at DPMU / ULB level on outsourced This supersedes all other earlier orders issued in this regard. Yours faithfully. basis.

Sd - M. Bhupal Reddy. MISSION PRINT CTUR

All the Project Directors, IKP-Urhau in the State with a request to follow the above All the Project Directors, UKP-Dinau in the State with a request to Ionow the above revised qualifications in future while appointments at DPMU/ULB level on outsourced business.

The Director, RCUES. Of Hyderabad with a request to follow the above revised quilifications in future selections.

M.e.f.b.o.ll

Administrative Officer

From

attour B

Smt. Anita Ramachandran, I.A.S., Mission Director, MEPMA, 3<sup>rd</sup> floor, E-in-C (PH) Office Complex, 640, A.C. GUARDS, HYDERABAD – 500 004. To All the Project Directors, DPMU, IKP-Urban in the State.

#### Rc.No.1417/2008/E1 dated:05-08-2013

Sir / Madam,

Sub: Establishment – MEPMA – Outsourced Personnel engaged through outsourcing agencies at District level – Enhancement of remuneration of District L.H. Specialists – Reg.

Ref:

- 1) G.O.Ms.No. 119, Finance (SMPC) Department, dated: 28-4-2008
- 2) This office letter Rc.No. 1032/2008/E1, dated: 18-02-2010
- 3) G.O.Ms.N. 3, Finance (SMPC) Department, dated:12-1-2011
- 4) This Office Lr.Rc.No.1417/2008/E1, dated 30-12-2011.
- 5) Representation of certain District LH Specialists.

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In continuation of the orders issued vide ref.4<sup>th</sup> cited, the remuneration of District Livelihood Specialists those who are drawing Rs.18,000/- per month has been enhanced to Rs.20,000/- per month w.e.f. 1-8-2013 onwards and the Project Directors, DPMU, IKP-Urban in the State are instructed to act accordingly.

Yours faithfully, Sd/- Anita Ramachandran MISSION DIRECTOR

Copy to the Finance Manager of this office Copy to all the Addl. Mission Directors of this office Copy to the S.F.