

6<sup>th</sup> Floor, Hotel Samrat,  
Kautilya Marg, New Delhi  
Date: 22<sup>nd</sup> December, 2016

To,  
SMDs/ CEOs  
All SRLMs

**Subject: Roll-out of SHG Transaction-based MIS Application Under NRLM**

Dear Sir/ Madam,

1. **Adoption of Transaction-Based MIS:** The DAY-NRLM, MoRD has taken up the task of designing and developing a Transaction-based MIS for all community institutions with the support of NIC. The development of the transaction-based MIS is being undertaken in a phased manner. In the first phase, the development of SHG module has been completed, MIS personnel from states up to the district/block levels have been trained and the SRLMs are required now to adopt, pilot and rollout the application. Design and development of transaction-based applications for federations (VO and CLF) will be taken up in the next phase.
2. **Piloting:** All SRLMs are now required to start the SHG-Transaction module in select intensive blocks from Dec. 2016 (**at least 2-3 blocks by North-East & North-West states and 8-10 blocks by other states in 1<sup>st</sup> phase**) with a good presence of SHGs that have adopted standard bookkeeping practices and blocks in which VOs/CLFs are fully functional. It may be noted that the transaction based MIS module for SHGs has to be mandatorily rolled out in all intensive blocks from 1<sup>st</sup> April, 2017.
3. **Variants of application:** The SHG-transaction based application has three variants and the SRLMs are required to adopt one or more of them as per need.
  - a. Tablet application (Android based) (*My SHG App*);
  - b. Online web-based application; and
  - c. Offline desktop-based application.
4. **Transaction Sheets:** The application has a provision for capturing transactions taking place at each SHG meeting or summary of transactions taking place during a month. In order to rollout this application, a transaction sheet needs to be prepared for each meeting or a consolidated transaction sheet for all meetings that take place in a month. SRLMs are required to institute appropriate transaction recording systems.
5. **Procurement of Tablets:** All SRLMs are advised to procure Tablets, PCs/Laptops necessary as per the specifications suggested and in accordance with the NRLM procurement norms or alternatively, SRLMs may release funds to VOs/CLFs for procurement of the same. The State Mission should provide at least one tablet with connectivity for each VO or, alternatively, setup a data entry point with adequate infrastructure either at block or at sub-block level to facilitate uploading of the transactions.

6. **Training of Staff and Community Cadre:** In order to enable the states to adopt the transaction based system, key professionals from the state, district and block Mission units were provided training during Sept-Oct, 2016 at NIRD, Hyderabad and Guwahati. The professionals trained constitute the pool of master trainers who are expected to train adequate number of the block level MIS professionals and community cadres to facilitate roll out of the transaction-based application. Multiple rounds of training need to be conducted in the use of Tablet/Applications and preparation of transaction sheets for SHGs and their cut off data sheet. A few tablets/PCs may also be procured in advance to conduct training of block level staff and community cadres.

7. **Performance based Payments:** Further, the SRLMs are advised to introduce work-based payment structure for community cadres, at a rate of Rs. 20-40 per SHG per month for preparation and submission of a transaction sheet including data entry. Actual rate needs to be fixed by SRLM based on work assigned to cadres and the mode of data capture. The VOs/CLFs should be encouraged to use the information and reports generated by the system for monitoring the SHGs. Initially, the block Mission units can meet the cost of bookkeepers/CRPs from the IB-CB budget, while the VOs/CLFs are expected to meet their cost eventually.

8. **Further Details:** The pilot action template is furnished in *Annex-1*. The suggested configuration of the Tablet is presented in *Annex-2*. Cut off data sheet and sample transaction sheet of SHG are furnished in *Annex-3*. Demo version of applications can be used for training available at the link [http://205.147.98.236:8080/nrlm\\_ts](http://205.147.98.236:8080/nrlm_ts). User ID 'admin' and password 'test' may be used and android based application (apk) for Tablet can be downloaded from the above link. State MIS nodal officer should create the block admin. User for carrying out the activities for transaction based MIS in live system.

Yours sincerely,



(Atal Dulloo)

Joint Secretary, MoRD