

Public Disclosure System Norms

Mahila Kisan Sashaktikaran Pariyojan (MKSP)

Name of PIA: UDYOGINI

Under the project following of Information Norms are being followed to make the process more transparent and community friendly:-

	Static Information	Dynamic Information
Village Level Wall writings/boards	Mahila kisan Sashaktikaran Pariyojana <ul style="list-style-type: none"> Name of Project Name of PIA implementing the project Project period No.of Mahila kisan selected for project: Name of CRP working in the village: Name of para-professional working for MKSP: Address of nearest Field Office: Crucial Interventions under MKSP Name & Phone number of officer handling grievances : 	<ul style="list-style-type: none"> No.of trainings: Y1, Y2, Y3 List CBOs involved List Physical assets (and Numbers) procured: Total Expenditure Years-Y1, Y2, Y3
Gram Sabha	<ul style="list-style-type: none"> Method of selection of beneficiaries List of SHGs List of mahila kisan under MKSP Interventions under MKSP Name of CRP, Para-professional Benefits to mahila kisan 	Every 6-months: <ul style="list-style-type: none"> What trainings are imparted in the village? List of CBOs formed by PIA in the village. Mahila-kisan -wise assets provided under project Progress: Mahila kisan practicing sustainable agriculture
Village level record	SHG wise: <ul style="list-style-type: none"> Details of each mahila kisan- age- caste- voter ID- extent of land etc 	Trainings conducted- <ul style="list-style-type: none"> Name of training- subject- Name of Resource person- Training dates- attendance of each mahila kisan Periodic Follow-Up of SA practices by each mahila kisan CBO Records: minutes book, cash book, financial statements
Panchayat Office Records	<ul style="list-style-type: none"> MoU List of mahila kisan under MKSP 	<ul style="list-style-type: none"> Details of Assets provided under MKSP

Field Office Wall writings/boards (Office closest to MKSP villages)	Mahila kisan Sashaktikaran Pariyojana <ul style="list-style-type: none"> • Name of Project • Project period • Field Office Name • List the villages served by the field office: • No.of Mahila kisan selected for project under field office: • No.of of CRP working in the village: • Names of para-professional working for MKSP: • Crucial Interventions under MKSP: • Name & Phone number of officer handling grievances : 	<ul style="list-style-type: none"> • No.of trainings under field office: Y1, Y2, Y3 • List CBOs involved in MKSP • List Physical assets (and Numbers) procured: • Total Expenditure of Field Office Years-Y1,Y2,Y3
Website	Mahila kisan Sashaktikaran Pariyojana <ul style="list-style-type: none"> • Name of Project • Project period • List of mahila kisan- SHG wise under MKSP- Details • List the villages under MKSP • List of staff dedicatedly working for MKSP • List of field offices/ Block offices/ district offices implementing MKSP 	<ul style="list-style-type: none"> • Project specific MIS on physical progress of project • Financial progress on receipt-expenditure of MKSP funds • Receipt-Expenditure of MKSP funds by each CBO • Details of assets procured for individuals/community

Public Disclosure of Information

- i. **What are the existing arrangements in place for pro-active disclosure of information at the field level**
 - a. Wall writing on MKSP project done in village level
 - b. Detail of MKSP Project displayed on flex board at Block office which will be painted on wall after updating information.
 - c. Documents are available at all levels / offices which are available for agencies, community representatives, program staff and on request can be shown.
 - d. Mahila Kisan list will be displayed after updating of the software by Microware.
 - e. We organize Block and Panchayat level training programme in govt. premises like Panchayat Bhawan and Community hall which helps us to build close relation with community and panchayat representatives
- ii. **Details of the contact person within the PIA responsible for carrying out this task?**
 - a. Contact no. of CRP, Field Assistant/Block Coordinator is available at project office level.
 - b. At village level Contact no. of Project office is available at the wall
- iii. **Time line within which the first draft of the template for pro-active disclosure of information will be forwarded to the MoRD**
 - a. Update information with all details as per norms and templets will completed by December 2015.
- iv. **Norms of updating dynamic information**

a. As per project norms, it will be updated and displayed

v. **Nature of internal procedure in place within the PIA for redressal of grievances received:**

a) **Person responsible for receiving complaints**

- At present project level grievance are redressed among Field Associates, Block Coordinator in project monthly meeting.

b) **How will/does the PIA categorize the grievances it receives, into broad kinds of grievances?**

- Procedural delays

c) **What is the protocol for redressal of the broad group of grievances it receives?**

- Role and responsibility of VOs and CRPs will be displayed.

d) **Timelines within which it redresses grievances**

- Within 15 days to 1 month, depending upon the nature of problem/ grievance. Sometimes some issues are resolved weekly basis.

e) **Manner of reporting of the grievances received to the head unit**

- For immediate action on certain issues, decisions are taken at project level by project head. When it is not resolved at field level report is submitted to the organization head for the approval & action. If needed, a team within Udyogini will be deputed to assess and resolve the problem.