



**GOVERNMENT OF MIZORAM
OFFICE OF THE MISSION DIRECTOR
URBAN DEVELOPMENT AND POVERTY ALLEVIATION DEPARTMENT
DAY-NULM: MIZORAM**

No. B.13016/34/2020 NULM (DTE) - UD&PA
To,

Dated Aizawl, the 15th July 2020

The District Urban Development Officers &
The District Project Officers
Urban Dev. & Poverty Alleviation Department
Government of Mizoram
Champhai, Kolasib, Lunglei, Mamit, Serchhip, Lawngtlai & Siaha

Subject: Urban Resource Person Guidelines & selection of Urban Resource Person-
regarding

Sir/Madam,

With reference to the above subject, I am to state that Urban Resource Person Guidelines to be implemented under SM&ID component of DAY-NULM from 2020-21 Fy has been duly approved by the State Government vide letter No B.11025/34/2020-UD&PA(NULM), dated Aizawl 10th July 2020.

In this regard, after close observation of the Guidelines all City Mission Management Units are requested to invite Application for selection of Urban Resoure Person based on the requirement already submitted. It is requested that inviting application and selection process (interview) may be conducted and completed within July 2020.

For further understanding on the matter Zoom meeting or any other video meeting will be organize from the Mission Directorate.

Encl: As mentioned above

Yours faithfully,

(HVL ZARZOENGA)

*Project Director, DAY-NULM
Urban Dev. & Poverty Alleviation Department
Mizoram : Aizawl*

Memo: No. B.13016/34/2020 -NULM (DTE) - UD&PA Dated Aizawl, the 15th July 2020
Copy to : 1. Aizawl CMMu for the same necessary action
 2. Guard file

*Project Director, DAY-NULM
Urban Dev. & Poverty Alleviation Department
Mizoram : Aizawl*

No.B.11025/34/2020-UD&PA(NULM)
GOVERNMENT OF MIZORAM
URBAN DEVELOPMENT & POVERTY ALLEVIATION DEPARTMENT
MIZORAM NEW CAPITAL COMPLEX (MINECO)

Office: 0389-2323257

Email: udpamizoram@gmail.com

Dated Aizawl, the 10th July, 2020

To,

The Director,
Urban Development & Poverty Alleviation Department,
Aizawl, Mizoram

Subject: Approval of the Draft Urban Resource Person Guidelines

Ref : No.B.13016/34/2020-NULM (DTE)-UD&PA dt. 02.07.2020

Sir,

With reference to the subject and your letter No. cited above, I am directed to convey herewith approval of the Government of the Draft Urban Resource Person Guidelines for implementation at the City level for smooth operation of the DAY-NULM Mission across the length and breadth of the State of Mizoram.

This is issued with the approval of Hon'ble Deputy Chief Minister, Mizoram, i/c Urban Development & Poverty Alleviation Department on 08.07.2020.

Yours faithfully,

(ZORAMSIAMA HMAR)

Under Secretary to the Govt. of Mizoram
Urban Development & Poverty Alleviation Department

Urban Dev. & Poverty Alleviation Deptt.
Receipt No: 31
Date: 13.7.2020

GUIDELINES FOR ENGAGEMENT OF URBAN RESOURCE PERSON (RP) UNDER DAY-NULM: MIZORAM

Urban Resource Person (RP) te hi khawpui pakhat a City Mission Management Unit(CMMU) chhung a Self Help Group(SHG) dingsa te vil a thuamchak tu, SHG thar in din duh te hmalak puitu leh khawpui chhung a Area Level Federations in din tawh te leh din than tur te DAY-NULM in a kaihruai duh dan ang a enkawltu turte an ni ber.

Urban Resource Person (RP) te hi chi hrang hrang an awm thei a, an hnathawh dan tur a zirin Self Help Group din leh enkawl lam viltu, sumdawnna tenau din kawng a hmalakna lam viltu, eizawnna ngelng het dinna lam viltu, thilzawrhchhuah dan tur lam viltu, sum leh pai vawnfelna lam viltu, etc te an ni.

Urban Resource Person (RP) te hi City Mission Management Unit (CMMU) hnuai a hna ng het thawk tur a lak an ni lo a, amaherawhchu City Mission Management Unit (CMMU) in a mamawh chuan a tul dan angin a pui thin tur a ni. Hmalak than tulna hun a awm apiangin Urban Resource Person (RP) te hian hma an hruaiin sulsutu an ni thin tur a ni a, MzSULM in Self Help Group leh Federation a din leh enkawl puitlinna ah nasa takin mawhphurhna an chelh a ni.

An mawhphurhna pawimawh tak avang hian Urban Resource Person (RP) atana thlan chhuah kawngah uluk a tul hle a, anmahni thlan chhuah dan hi fimkhur tak a kalpui tur a ni.

URBAN RESOURCE PERSON (RP) ATANA THLAN CHHUAH THEIH TE:

- Self Help Group ah kum 4 (thla 48) tal member ni tawh a ni tur a ni.
- Amah leh an chhungkua ah SHG hmalakna hlawkpuina pakhat tal hmuuhtheih a awm tur a ni.
- SHG a telna ah meeting vawi 48 tal a tel tawh tur a ni.
- A SHG telna chu Area Level Federation eng emaw berah kum 1 tal member a ni ngei tur a ni.
- Kum 25 – 50 inkar mi a ni tur a ni.
- Ziak leh chhiar thiam pawl 8 tal pass a ni tur a ni.
- SHG chungchang a training vawi 10 tal Resource Organization (RO) /Community Organizer (CO) ten an pek a tel tawh a ni tur a ni.
- Heng SHG chungchang, SHG din dan, SHG lehkhabu pawimawh panga te ziah fel dan, Meeting kalphung, SHG zawm tur te leh thildang te chiang takin a hre tur a ni.

- A awmna SHG atanga internal loan Rs. 5,000 - 15,000/- tal la tawh leh tha taka rul tawh a ni tur a ni.
- Mi biangbiak thiam tak, khawtlang hruaitute leh tlawmngai pawl hrang hrang hruaitu te nen a inlaichinna tha nei mi a ni tur a ni.
- A tul hun apiang a zinchhuak thei a ni tur a ni.
- SHG hrang hrang te zing a hnathawk thei leh thawk duh mi leh hetiang kawng a hmasawnna duh mi a ni tur a ni.
- Khawpui a cheng nghet, insawn kual mai theih din hmun a ding lo a ni tur a ni.
- Urban RP atan a thlanchhuah te chuan an pasal/chhungte hriatpuina leh pawmpuina lehkha a ziah chu Dilna (Application Form) an thehluh rualin an thehlut tel tur a ni.
- Hrisel tha leh motor ruilo mi anni tur a ni.
- Hmeichhia a ni ngei tur a ni.
- Politician chhungkhat hnaivai a nei tur a ni lo
- Political Party ah urhsun tak a in hmanna a nei tur a ni lova, a chenpui chhungte zingah chutiang mi an awm tur a ni lo.
- SHG emaw ALF emaw a Office Bearer post chelh lai mek chu RP atana thlan anih chuan, a Office Bearer post chelh mek atangin banna a thehlut tur a ni.
RP atana thlan chu Sorkar emaw NGO a regular staff a lo nih chuan, a han chelh mek atangin a bang anih loh chuan RP atan rawih theih a ni lo ang.

KUM 2020 CHHUNG ATANGA NGAIHHNATHIAMNA:

- Kum 2020 chhung a Urban RP lak turah, ALF hnai berin a a vil remchan silohna area/veng te tan SHG member ten dilna an thehlut ve thei ang a.
- Kum 2020 atan Urban RP lak turah Internal Lending lo kalpui SHG an awm lo anih chuan, kum 2020 chhungin an SHG theuh atangin Urban RP atana thlan chuan Rs 5000 tal a pukin a rul let hman tur a ni.
- Hemi zawm theilo chu kum 2021 atanga Urban RP thlan turah telh theih an ni tawh lo ang.

URBAN RESOURCE PERSON (RP) TE THLAN DAN TUR

- SMMU in CMMU hnenah Urban RP mamawh a nih thu leh thlan a tul thu a hriattir ang.

- CMMU chuan ALF te hnenah Urban RP la turin hriattirna a chhuah ang.
- Urban RP mamawh anih thu hi ALF tin ten an SHG member te zingah an puangzar ang a. ALF chhung a Urban RP hna dil duh te chuan ALF ah dilna an thehlut hmasa ber ang.
- ALF ten dilna an dawn te CMMU ah an thehlut leh ang.
- CMMU leh ALF in dilna thehlut tute hming chu endikin a thlifim ang. Dilna te a dik ngei em tih thlitfim nan MIS report leh SHG Common Books te hman tur a ni.
- CMMU leh ALF in a thlifim tawh te chu written test leh interview neihpui an ni ang, hetah hian dik leh felfai tak a tih a nih theih nan CMMU staff ten an endik ang.
- Written Test result leh an dilna thlifimna information kimchang chu CMMU in SMMU ah a thehlut ang a. A remchan dan angin Interview neih ni SMMU in a ruat ang.
- Interview hi CMMU hmunah DUDO/DPO, SMMU Staff, CMMU Staff, khawpui chhung a ALF zawng zawng aihawh tu mi pakhat tlanchhuah leh mipui aiawh tu khawtlang a rin kai chin mi pakhat ruat bik ten an buatsaiah ang.
- CMMU in a tlanchhuah te hming chu training leh thil tulang ti tur in SMMU ah an hming a thehlut ang.
- Training hun chhung hian Urban RP an nih theihna tur atan a thil tul tih ngai ang te ti hlawhtling thei lo chu Urban RP atan a thlan an nihna hlihsak leh theih a ni ang.
- ALF pakhat atangin Urban RP turin mi pahnih aia tam tlanchhuah a rem lo.
- ALF la indin thei lo Self Help Groups te enkawl tu tur Urban RP te hi ALF a ding tawh zing ami a ni ngei tur a ni a, a rem ngang loh chuan SHG member Nu rintlak tak a chung a Urban RP atana thlan theih tarlan ang zawng zawng hlenchhuak an ni ngei tur a ni.
- SHG pakhat atangin Urban RP pakhat aia tam erawh thlan loh tur a ni ang.
- Urban RP atanga thlan, ALF la in din lohna area ami tupawh, 2020-21 FY chhungin ALF pakhatah tal a telna SHG an lut tur a ni ang.
- Kum 2021-22 FY chinah chuan ALF a lut lo SHG member tumah Urban RP hna na dilin, Urban RP hna thawk tur a lak theih an ni lo ang.

URBAN RP TE HNATHAWH TUR LEH MAWHPHURHNA TUR TE

SMID

- Eco & Statistics BPL Baseline Survey 2018 a BPL chhungkua atangin SHG member a la tello hmeichhia a zawng chhuakin, SHG a tel turin hma a la thin ang.
- SHG member te Bank Account hawn leh SHG te Group Account hawn dawn in a tul ang in a pui thin ang.
- SHG te zirtirna pe a in a tlawhchhuak thin ang a, an lehkhabu vawn dan a felfai theih nan a tul ang a zirtirna pe turin Bookkeeper nen an thawk ho thin ang.
- SHG tin ten Bookkeeper tha tak an rawih theih nan hma a lak pui ang
- SHG te Grading hrang hrang a buatsaih thin ang.
- SHG Bookkeeper hnen ah vawi 3 tal Training a pe tur a ni.
- SHG members te Training Master ang in training a pe vek tur a ni.
- SHG te thla tin Inhmukhawm a tel pui thin tur a ni a. He hunah hian SHG members zing ah Sorkar hmalakna hrang hrang a hamthatna dawng ve thei tur si, la dawng ve lo te a zawng chhuak nghal tur a ni.
- SHG members zing a ei leh bar zawnna ah harsa lehzual bik an awm chuan chung mi te chu SHG atang emaw ALF atangin emaw CLF atangin emaw sumdawnna bul tanna tur Internal Loan an hmuh ve theih nan a tul ang ang in hma a la thin tur a ni a, heng bakah sorkar Deptment dang atangin emaw hmun dang atang pawhin hamthatna awm thei te a zawnchhuah pui tur a ni.

SEP

- SHG leh ALF ten loan an dilna atan Micro Credit Plan / Business Plan buatsaih pui.
- SHG leh ALF loan dil te dilna bawhzui turin leh loan la tawh te an rulh that leh that loh dan hrechiang tur a thla khat ah vawi hniih tal Bank a kal. Bank loan lak rulh that pawimawhna mipuite zirtir
- BPL chhungkua te PMJJBY, PMSBY, PMMDY leh insurance man tlawm dang ah te an inziah luh ve ngei theih nan a zirtirna pek.
- BPL chhungkaw hnenah thla bi a pawisa tlem a zawng Post Office, SIP leh thildang remchangah dahthat chin zirtir.
- SHG leh ALF te a theihna ang zel in KVIC (PMEGP), MSME etc ah te in thlunzawm tir.

ESTP

- BPL chhungkaw zingah thalai te tan a thiamthil zir theih awm te hrilhhriat.
- SHG members te zingah an thiamthil zir mamawh te zawnchhuah.
- SHG members te emaw an chenpui chhungkhat zingah thiamthil zir duh te an zir ngei theih nan a a tul ang ang Office ah buaipui.

SUSV:

- Kawtthler a thilzawrh hmanga eizawngten Loan an dil anih chuan an dilna te Bank lam a bawhzui pui.
- Khawpui a cheng BPL chhungkaw zingah pawh eizawnna harsa lehzual te tan, nitin eizawnna bul an tan ve theih nan Town Vending Committee in Thutna hmun a pek ngei theih nan a a tul ang hma lak pui.

URBAN RP TE LAWMMAN

- Urban RP te hi Thla bi Hlawh nilo in Thla khat chhung a an hnathawh that a zirin Lawmman pek an ni ang.
- Lawmman hi thla tin Urban RP in a a mawhphurhna a hlen that dan a zirin pek thin a ni ang a.
- Lawmman hi SHG pakhat vawikhat tlawh ah Rs 125.00 zel a ni ang.
- Thla khat ah SHG an vil te hi vawihnih (2) an tlawh ngei ngei tur a ni.
- Thlakhat chhung a an Lawmman hi an SHG vilte an tlawh zat in a hril ang.
- Thla tin lawmman hi Performance Incentive Sheet mil a pek ani ang.
- Urban RP te Lawmman hi DUDO/DPO Office atangin an Bank Account ah thla tin a pechhuak ang.
- Urban RP Lawmman hi pawisa fai a in pekchhuah a rem lo.

Urban RP te hnenah Lawmman pekchhuah anih hma in ALF ten heng a hnuai ami hi an kaltlang ngei ngei tur a ni:

- Thla khat chhung a hnathawh tur pek a hlen dan endikna hun Thla tin neih tur a ni.
- Urban RP te hi thla tin a kar hmasa ber zel ah thla khat chhung a an hnathawh tur inziak fel tak an pechhuak ziah tur a ni.
- Monthly Performance Report (MPR) thla tin Urban RP ten an thehluh chu ALF Governing Body Member ten an endikin an pawm tur a ni.
- MPR mil hian Performance Incentive Sheet (PIS) chu ziahluh leh chhut tur a ni.
- Urban RP te MPR endikna leh pawmna thu chu ALF Meeting Minute Bu ah chiang takin ziah luh tur a ni.
- Urban RP te Lawmman hi Bank kaltlangin pek tur a ni. Sum fai in an Lawmman hi pekchhuah a thiang lo ang.

FUNDING

- Urban RP te hlawh hi DAY-NULM atangin Resource Organization rawih theihna behchhanin pekchhuah phawt a ni ang.
- Urban RP te lawmman hi a theih chhung chu DAY-NULM (CSS) atanga pek tum a ni ang a, amaherawh chu fund a awm loh ve leh ALF ten an pawl Corpus Fund atanga inchhutin, an inhuam dan ang in Urban RP te lawmman an pe chhunzawm ang.

URBAN RP TE TIH TUR LEH TIH LOH TUR TE

- Thla tin ni 5 ral hma in District Manager i/c SM&ID hnenah Monthly Performance Report (MPR) tehhluh ziah tur a ni.
- Office ah SHG a inziak lut duh tu te koh loh tur. Anmahni pan zawk tur.
- SHG/ALF Common Books te leitir loh tur, a thlawn a pek an ni.
- SHG/ALF te anmahni ngeiin Office atanga SHG/ALF Common Books te lachhuak tur a zirtir tur.
- SHG /ALF te pawisa Bank a deposit hna thawhsak loh tur.
- SHG/ALF member te hnen atangin thamna pawisa emaw thildang hmangin lak loh tur.
- SHG leh ALF meeting telpui dawn reng reng in thleng hmasa ber nih ngei ngei tur.
- SHG/ALF Common Books te In ah hawn emaw kawl emaw phal a ni lo.
- SHG enkawl laite Sum leh pai a an harsatna tawh te SHG dang hnenah puanzar sak a thiang lo.
- Tu hnenah mah Thutiam siam loh tur. Bank Loan in hmu ang emaw, ALF/CLF atangin pawisa in dawng ang ti zawngin eng Thutiam mah siam tur a ni lo.
- DAY-NULM hnuai a hamthatna dawngtu tupawh lakah an dilna leh an hriat duh te hriattir anih avangin thamna pawisa emaw thil dang pawh lak tur a ni lo.
- **UD&PA Department Staff ni ang in khawi ah mah insawi loh tur.**
- **Urban RP te hi UD&PA Department Staff leh mi leh sa an ni lo.**
- SHG members te Politician mimal emaw, Political Party eng pawh tan tir tur hawizawngin tawngkam leh hmalakna siam a thiang lo.
- Political Party a in hmang chung a Urban RP hna thawh a thiang lo

URBAN RP TE TRAINING PALTLANG TUL TE

- Urban RP te hi District Managers/ CO/Training Agency ten a tul ang zelin Training an pe thin tur a ni.
- Training hi kum khat chhungin ni 15 tak pek ngei ngei tur a ni. Heng ni 15 hi Training vawi ruk (6) ah a tahtawl in pek tur a ni.

Sl no	Mode of capacity building & level	No. of days	Content
1	State Level Orientation Training	2 Days	<ul style="list-style-type: none"> - Khawpui a retheihna thlen dan leh khawtlang tan a harsatna thlen te - DAY-NULM chungchang leh hmakna thuang 6 leh an tangkaina te - Community Institution awmzia leh a tangkaina te - RP te hnathawh tur ,mawhphurhna leh Lawmman tur chungchang - RP te hnathawh endik dan tur - ALF tun dinhmun a neih dan leh an dinhmun - Ni 30 chhung Field Work kal tir

Thla khat hnu ah

2	City Level Thematic training (SMID)	1 day	<ul style="list-style-type: none"> - SHG chungchang : din dan, enkawl dan, lehkhabu ziah fel dan - SHG federation chungchang: din dan leh enkawl dan, an hnuai a SHG te thuamchak na tur a enkawl dan tur.
3	City Level Thematic training (SMID)	3 days	<ul style="list-style-type: none"> - SHG Lehkhabu chi hrang hrang (Resolution register, Saving register, Cash book, Loan ledger, Entitlement register) - SHG lekhhabu vawnfel dan (Receipt and payment, opening and closing balance, contra entry) - SHG Bookkeepers te mawhphurhna
4	SEP	6 days	<ul style="list-style-type: none"> - Micro Credit Plan chungchang leh a thatna te. - SHG credit linkage chungchang leh dil dan - Mimal leh Group loan chungchang leh dil dan. - SHG Bank linkage, Mimal loan leh Group Loan dil tur a mi huikhawm. - Financial literacy leh Credit Counselling pek dan tur ruahman dan.

5	SUSV & SUH	1 day	- Street Vending leh Urban Homeless component chungchang SHG members te hrilhriat tur thu pawimawh te.
6	ESTP	2 days	<ul style="list-style-type: none"> - Skill Training Course hrang hrang mipui tana kumtin a chhawpchhuah te - DAY-NULM Mizoram in a Skill Training a kalpui dan kimchang. - Skill Training Provider hrang hrang leh an Course kalpui theih te. - Mipui hnen a Skill Training kalpui hun leh dil hun tlangpui hrilh hriat.

URBAN RESOURCE PERSON (Urban RP) TE HNATHAWH DAN ENDIK DAN TUR TE

- Hunbi neiin Urban RP te hnathawh dan thlir letna hun ALF/CLF ten en an buatsaih ang. He hunah hian District Manager i/c SM&ID a tel ve tur a ni.
- He hun neih apiang hian Urban RP te an tel ve ang a, an thil chhinchhiahna bu hrang hrang endik mai turin an keng tur a ni.
- Agenda siam lawk tur a ni.
- Tulna leh mamawhna a awm chuan ALF/CLF ten a bik a tuk hnathawh dan thlir letna hun an ruat thei ang.
- Urban RP tupawh a hnathawh tur pek endik anihin a mawhphurhna a hlen lo a hriat anih emaw tih phalloh thil a ti tih hriat anih chuan mawhphurhna laksak nghal theih a ni.

URBAN RESOURCE PERSON TE ENKAWLNA A CMMU MAWHPHURHNA TE

- District Manager i/c SM&ID ten an huamchhung a ALF tinte nen a in brawn in Urban RP te leh CO te thla tin thawh ho dan tur (Monthly Field Work Plan) chu an duang tur ani.
- District Manager i/c SM&ID ten Urban RP te MPR thehluh te lo compile leh tih tur tul dang CO te hnen ah a hriattir thin ang.
- Urban RP te Lawmman tur chhutna Performance Incentive Sheet (PIS) thla tin ni 10 hma in buatsaih fel a, lawmman pek chhuah tur a ni.

Urban RP te tan a guidelines hi a tul dan ang zel a ennawn leh zel tur a ni ang.

URBAN RESOURCE PERSON (RP) HNA DILNA

To,

The Project Director/ District Urban Development Officer/District Project Officer
Urban Dev. & Poverty Alleviation Department
Government of Mizoram
Aizawl, Champhai, Lunglei, Kolasib, Mamit, Serchhip, Lawngtlai, Siaha

Subject : DAY-NULM hnuai a SHG enkawltu tur Urban Resource Person dilna

Ka Pu/Pi,

Heng a hnuai a Urban Resource Person (RP) atana thlan chhuah theih tehfung te
hi ka paltlang tawh avangin leh ka elf Help Group member pui te enkawlna hna hi ka
tuina zawng anih avangin he hna hi ka rawn dil ve e.

He hna avang hian UD&PA Staff ka nilo a, DAY-NULM Scheme hnuai a SHG te
thuamchak a, Department lopuibawm tur ringawt ka ni tih ka in hrechiang e.

I rintlak,

Diltu Hming: _____ Kum zat (30th March 2020 chin):_____

Veng hming: _____ District: _____

SHG Hming: _____ Group din ni/thla/Kum: _____

THILTEL TUR: He hna chelh tur a Pasal te hruatpuina lehkha.

HRIATTUR PAWIMAWH LEH INTIAMKAMNA

URBAN RESOURCE PERSON (RP) ATANA THLAN CHHUAH THEIH TE:

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- **Urban RP atan a thlanchhuah te chuan an pasal/chhungte hriatpuina leh pawmpuina lehkha a ziah chu Dilna (Application Form) an thehluh rualin an thehlut tel tur a ni.**
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- Hemi zawm theilo chu kum 2021 atanga Urban RP thlan turah telh theih an ni tawh lo ang.

DAY-NULM MIZORAM