

Minutes of State level review meeting with the District Branch Offices

DATE OF MEETING: 28 July 2017

TIME: 11:30 AM

VENUE: Conference Hall of WBCSTDFC, Salt Lake

Present: List enclosed

In chair : Dr. U.N. Biswas, Chairman in the Rank of Cabinet Minister.

Hon'ble Chairman addressed the assembly. He mentioned about three important entrepreneurship development initiatives viz. Beauty Therapist, Frontline Health Worker and Self-employed Tailor, taken up by the Corporation. Now the trainees are in the final phase of the respective programmes – they are to be guided properly for setting up their units through loan assistance from the Corporation. He further mentioned about the new initiative titled "Career Paramarsh Kendra (CPK)", which is likely to be launched at Sub-Division level in phases. These centres will function as focal points to provide career counseling, assess training needs and percolate information on suitable career paths to students and unemployed youths.

Agenda-wise discussions and action points emerged out of it are detailed below:-

1. **Beauty Parlour for Beauty Therapists:** Residential training has been completed for about 400+ candidates. Trainees are to be evaluated soon. Necessary steps for setting up of Beauty Parlors of appropriate standard for the willing candidates should be taken up immediately. District Managers should initiate dialogue with the trained candidates accordingly. IIIM Ltd., the service provider should be asked to arrange meeting with the trained candidates at District level. Dates may be fixed in consultation with concerned District Manager. All the trained candidates, if willing, would be provided loan assistance and subsidy, if applicable for setting up of Beauty parlor of a common standard across the State. Candidates are to arrange suitable accommodation on rent/ lease etc. Viability of establishing parlor at the chosen location should be ascertained by the District Manager and the Service provider jointly. Candidates may be provided all sorts of help to arrange accommodation. For maintaining common standard, parlors are to be set up through the Service provider. Model design, estimate is being worked out centrally. NOC or consent of the candidates on a non-judicial stamp paper in a prescribed format should be obtained for assigning the task of setting up of the parlor through the selected service provider. An agreement is being executed with the selected service provider to this effect. Candidates are to be counseled at least twice, in the first phase informing them about the process and in the final phase collecting all necessary documents like filled in application form (NSFDC/ NSTFDC term loan), NOC, Loan agreement etc.

2. **Health Kiosks for Front Line Health Workers:** Same procedure as mentioned above should be followed. In this case one kiosk would be operated by 5 groups @ 4 trained candidates per group. There will be one static centre to be set up at GP level along with 4 mobile units. Each of the mobile unit would be operated by 4 trained candidates who will be provided bi-cycles with gears and gadgets. Ideal ratio of male and female candidates would be 50:50 subject to availability of suitable candidates. Model plan, design and estimate are being prepared centrally. Health Kiosks would be set up by selected service provider. Candidates would be provided loan assistance under NSFDC/ NSTFDC scheme. Service providers will fix up date in consultation with concerned District Managers for initiating dialogue with the candidates. In this case also NOC/ Consent from the trained candidates should be obtained for setting up of KIOSKS by the selected service provider as per standard design and estimate. Service provider will also extend handholding support and facilitate all statutory compliances as may be required to set up the unit. A detailed presentation would be arranged in the next state level review meeting on this aspect.
3. **Setting up of Selai School:** Same procedure as in the case of setting up of Beauty Parlor would be followed for setting up of Selai School by the candidates trained through IIIM Ltd. District Managers may initiate dialogue with the trained candidates meanwhile. Meetings with the candidates may be fixed by the service provider in consultation with concerned District Managers.
4. **Reconciliation of OAF Account:** Reconciliation of the Other Authority Fund Account was done by the District Managers. Statement indicating availability of fund under different schematic head was also received. A decision has been taken to remit the schematic funds under SCA to SCP – CD Scheme, SCA to TSP –CD Scheme, ART 275 (I), Civil Rights Act, Inter-Caste Marriage incentive, PvTG Development, Cultural Programmes etc. directly to the Bank Account of the PO-Cum-DWO/ DWOs from 1st September 2017. Accordingly, the OAF Account is needed to be closed by 31 August 2017 in all the District Branch offices. District Mnagers are requested to keep the Accounts ready meanwhile. Funds under nomenclature like subsidy, OAF-Local Authority/ Local or any other type which is not related to scheme implementation by POs are to be transferred to one of the three Bank Accounts of the District Manager. A detailed analysis of fund is to be handed over to POs. A separate direction is being sent. In case of any confusion, decision is to be taken after consulting HO of the Corporation.
5. **Recovery through NACH:** More or less 50% of the mandates were found to be rejected. An analysis on reason for rejection was prepared and presented by ICICI Bank. Majority of the causes of rejection are controllable while mismatch of

signature, thumb impression cases are required to be taken up with appropriate authorities by the ICICI Bank. Following steps are advised to avoid rejection:-

- (a) Sensitize the beneficiaries properly – enquire about the specimen signature, how he / she withdraws money from Bank etc., date of last transaction to ascertain whether the account is active or not?
- (b) Beneficiaries to carry Pass Book – photocopies are to be preserved
- (c) Mandate Forms are to be filled in meticulously in original copy – no overwriting – avoid use of fluid/ whitener etc., no correction.
- (d) Filled in mandate forms are to be verified by another employee
- (e) A copy of the mandate form is to be preserved
- (f) Rejected cases due to mis-match or otherwise are to be verified with Bankers of beneficiaries.
- (g) Cases of unsuccessful transactions are to be followed up with concerned beneficiaries.

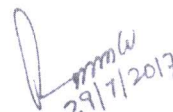
6. **Recovery status NI Act cases, OTS:** District Branch Offices are requested to send proposal under OTS. A few no. of cases had already been settled. Beneficiaries should be encouraged to take the opportunity to get rid of long pending dues. As per the West Bengal SC ST Development & Finance Corporation Act, 1976 (thereafter amended in 1980, 1981) Sec. 32 “Any sum payable to the Corporation shall be recoverable under Bengal Public Demand Recovery Act, 1913” – Notices may be issued to the defaulters by appropriate authority. Some of the Districts have taken such initiative.

7. **Livelihood scheme under SCA to TSP:** Guidelines, funding pattern and use of funds under SCA to TSP were discussed at length. District Branch Offices were requested to explore innovative community based schemes/ activities for enhancement of livelihood of the Tribal communities. Extensive fisheries activities can be undertaken through community participation. Training, providing feed, manure, equipments like fishing nets, big containers can be considered under the scheme. Training on breeding and production of fish seed, fry & lings can also be considered at a later stage. Identification of water bodies in and around the tribal hamlets should be given due importance. Apiary, Nursery, Cooperative based irrigation schemes etc. can be considered. Horticulture, protective cultivation, floriculture should be attempted. However, in every scheme, size of investment and capacity to generate income should be kept in mind. Unless considerable income is generated it will no longer attract the beneficiaries.

8. **Uttar Banga Sech Samabay Prakalpa (UBSSP):** Alipurduar, Jalpaiguri and Coochbehar Districts were directed to assess the situation and complete as many installations as possible under the scheme. Necessary instructions are

being issued to the Westing House Saxby Farmers Limited. A status report on completed installations, further installations possible in the District during next two months should be communicated. Uttar Dinajpur to ascertain no installation was made in the District.

9. **Education Loan:** On-line application facility for Education Loan assistance will be opened soon. District Managers are to follow regularly and complete enquiry into the cases of respective Districts at the earliest.
10. **Targets for 2017-18:** Physical and financial Targets set for the Districts for 2017-18 are to be strictly adhered to. Sponsoring from all the Blocks under the District as per the projection should be encouraged. Re-allocation of target should be taken up at a later stage. Spill over cases of 2016-17 are being sanctioned in phases treating those as 2017-18 cases. Concerned Districts like Purba Medinipur and North 24 Parganas should take these cases into account for current year.
11. **Success story, Documentation, Signage:** District Branch offices are requested to regularly send success stories of cases under NSFDC/NSTFDC/ NSKFDC schemes in prescribed format. A signage should invariably be set up at the site of projects implemented from SCA to TSP Fund. The signage should essentially contain Project title, Source of funding, Year of implementation, Total Project cost, Date of Commencement and Date of completion.



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(A Govt. of W.B. Undertaking)
Ex-officio Joint Secretary
Govt. of West Bengal.

WEST BENGAL SCH. CASTES & SCH. TRIBES DEVELOPMENT & FINANCE CORPORATION

ATTENDANCE SHEET OF DISTRICT MANAGERS MEETING HELD ON 28.07.2017 AT HEAD OFFICE

Sl No.	Name	District	e-mail id	Office(Ph.)	Mobile	Signature
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