



O/o the Mission Director,
Mission for Elimination of Poverty in Municipal Areas,
Andhra Pradesh, Hyderabad.

CIRCULAR

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Sub: - A.P. MEPMA – M & E – Instructions to all the Project Directors, DPMUs,
MEPMA on Non-negotiables – Communicated - Regarding.




All the Project Directors of MEPMA are informed that there are certain Non-negotiable items of work which are as follows:

- The Leaders of SHGs / SLFs / TLFs should be changed immediately.
- The defunct SHGs should be revived immediately.
- The work of Aadhar seeding has to be completed immediately.
- The TMCs should prepare proposals for RO / RF funds to the remaining SLFs. The RO funds to the SLFs are to be distributed through concerned TLFs.
- All the SLFs should be registered by 15-02-2016.
- To ensure that Max. 35 SHGs are in SLF and 40 SLFs in TLF across the State and the same should be mapped.
- The NPAs have to be reduced by conducting Recovery Camps.
- PDs must appraise the Commissioners on all MEPMA activities.
- The PDs must ensure that Community Organizers, Town Mission Coordinators and Town Project Officers should visit the field invariably.
- The PDs should submit their Tour diary for every 15 days to head office.
- PDs should conduct weekly review with DMCs / ADMCs
- PDs should conduct monthly review with COs, TMCs and RPs.
- The DMCs and ADMCs should make night halts atleast 3 days a month or once in a week.
- The DMCs / ADMCs have to conduct tours for a minimum of 20 days in a month.

- The DMCs / ADMCs have to submit their tentative tour diaries for current month and the work done reports for previous month on or before 5th of every month.
- The DMCs / ADMCs should update their work done reports in the website.
- The DMCs and DRPs should attend all the MAS trainings.
- The ADMCs have to take active role for mobilization of participants and provision of infrastructure for MAS trainings and ensure 100% attendance of the participants for medical camps to be conducted.
- Trainings should be conducted to the members of the MAS in the Municipalities.
- COs should mobilize Beema Podupulu from SHG members (CO-wise targets were communicated earlier).
- PDs and DMCs shall visit the bereaved family and provide financial support from MEPMA and ascertain the end use of money.
- The death information is to be conveyed within one hour to the Call Centre by CO.
- Every PD should pursue with the Commissioners for submission of atleast one new proposal for SUH.
- Running of SUH should be streamlined by DPMU staff for effective functioning.
- PDs should provide wide publicity on the functioning of the shelters for Urban Homeless.

All the Project Directors of DPMUs are directed to follow the non-negotiables without any deviation to systematize and improve the performance of CBOs.

To,
All the Project Directors of DPMUs of MEPMA in the State.


MISSION DIRECTOR
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