

Sub:- Formation of City Level Federation

Govt. of India in its Guideline for National Urban Livelihood Mission under Social Mobilization and Institutional Development Component discussed the formation of City Level Federation at the Highest level of the SHG Federation structure within each and every Municipalities.

As per the Guideline there will be 3-tire Federation structure with SHGs at the lowest level, Area Level Federation (ALF) at middle level and City Level Federation at top level Formation of Self Help Group (SHG) and Area Level Federation (ALF) comprising of 13-14 SHG are in progress. Till date as per Monthly Progress Report in 58 NULM ULB SHG including erstwhile SJSRY TCG's and no of ALF among the available SHGs have already been formed. Rest ALF formation are in progress. Formation of City level Federation has not been started as suitable guideline in this regards has not been issued by WBSULM. Before issuing a suitable guideline some issues need to be resolved, so that a complete and concrete guideline could be issued :-

1. Govt Guideline do not classify whether one CLF in each ULB or more than one CLF based on no of ALF will be issued. As per example Baidyabati has 32 SHGs so there will be 3 ALF in that ULB. At the same time English Bazar has 1880 SHGs. So there will be around 180 ALF in English Bazar. No if we form one CLF in each ULB in case of ^{2nd} one the CLF will control 180 ALF i.e 1880 SHG and in case of ~~2nd~~ ^{1st} one CLF will control 3 ALF i.e 32 SHG. Difficulties may arise in controlling more no of ALFs and SHGs in 2nd case.
2. During SJSRY 3 tire Federation structure was in existence in the form of Neighborhood Group (NHG), Neighborhood Committee (NHC) and Community Development Society (CDS) in each ULB. No of CDS varies as per no of existing SHG. Bhatpara Municipality had six CDS and Siliguri Municipal Corporatrion had thirteen CDS. As the old SHGs are still managed in CDS pattern we can form CLF in the pattern of erstwhile CDS structure.
3. As learnt, NRLM has federation structure based on no of SHG's Fixed no. of SHGs form a cluster and fixed no of clusters form a Federation (Sangha and Mahasaugha).

Based on above of observation I may propose that :-

- i) Devoid of forming one CLF at each ULB we may form CLF based on the no of ALF in that particular ULB.

Thus one CLF may be formed comprising 10-15 ALF.

Preferably one CLF per 15 ALF.

10/6

- ii) Geographical continuity of constituent ALF should be maintained so that ALF within a particular CLF must not scattered and dislocated.
 - iii) Ward Boundary should preferable be maintained for a particular CLF.
 - iv) Erstwhile CDS structure must be retained as far as practicable. Though it will not be possible to maintain for all practical purpose.
 - v) Some erstwhile CDS till date holding fund of constituent SHG in the form of Revolving Fund Support allotted during SJSRY phase and these funds are till date is used as loan corpus for the SHGs. Hence all such SJSRY Fund, CDS are holding, will be transferred to CLF A/c (CLF has to open a bank A/c after registration) *or the SHG A/c directly.*
 - vi) In case where part of the constituent SHGs of a particular CDS are transferred to particular CLF the fund as in point 5 has to be calculated and part of the fund meant for these SHG forming the new CLF will be transferred to that CLF A/c *or to the respective SHG A/c directly.*
 - vii) ULB will take active role in this regards and after all such fund transfer they will send report to WBSULM detail about such fund transfer with valid documentary evidence.
 - viii) The committee of the CLF will be formed as per the line with of ALF and CLF has to be registered. A bank A/c to be opened in the name of CLF same like ALF.
 - ix) Function of CLF will be to supervise and monitor the ALF functioning and functioning of SHGs constituting the ALFs under it.
 - x) CLF will hold regular meeting and Annual General Meeting as per provision of Societies Registration Act and maintain the record and Accounts of their fund as per statute.
- If approved ULBs will be intimated accordingly.

Director

JSD/SJ

Adviser

N Rao
01/03/16

Joint Director (SD), SUDA

A guideline was earlier prepared for CDS under SJSRY. PI put up with a draft guideline for functioning of CLF under WBSULM

PI. put up with draft as directed.

N Rao
31/3/16

WBSULM



A draft Memorandum of Association for registration of CLF under DAY-NULM is placed below for perusal & approval pl.

H. D. D. /

12/4/16

Proposed in NOSP ① & ② and MOA placed CP side may kindly be approved for formation City Level Federation (CLF) of each NULM UTB.

12/4/16

Director
FA

Pl opine.

WT
22/4/16

Gone through the draft MoA of CLF. only point to mention is, there is no provision of revenue income by which the CLF can meet ~~function~~ its day to day operational costs. other wise, the MoA is in order and may be approved.

X

Director
JSC(SD)

18/5/16

A revised draft pl. incorporating 'X'

WT
19/5/16

CLF is a registered organisation to be formed by the representative member of ALF. The guideline under NULM has not raised the issue of revenue income. CLF will run as per guideline of NULM and with the fund support to be provided to them from the Scheme. So question of revenue income may not arise in this case also.

MOA of ALF, a similar organisation has been prepared, approved and is now working without the question of revenue income.

Director

Hence we may proceed with our existing draft for approval from MA Dept.

12/4/16

We may discuss. It arrange to a presentation with FA, Advisor, CP, SMM, 2-3 representatives of nearby VUBs.

WT
25/7/14

JD(SD)

Pl. arrange the same as directed on the date fixed by Mission Director.

We may call those VUBs who have formed CLF like North Dumdum etc.

W. Leno
27/8/16

SMM (SMID)

File put up for me today.

① SMM(SMID) to prepare a power point presentation on MOA of CLF.

② Arrange to issue a meeting notice inviting FA, Advisor, CP, SMM(FIRME), SMM(HR) on for date fixed by Director SUDA.

③ presentation may be done on 19/7/16 at 3.00 PM.

Proposals above may be approved.

W. Leno
19/7/16

Director

JD(SD)

Pl. prepare as per approval.

W. Leno
18/7/16

SMM(SMID)

WT
18/7/16

PPT for the meeting on 'CLF-MOA' has been prepared. The copy has been attached with. The meeting date may be finalized.

Smm. Smid.
S. P. Don.

28.7.16. Make it on 2/8/16 at 4.00 PM. Arrange as in point ② above.

W. Leno
28/7/16

SMM(SMID)

All points have been discussed on the meeting, dated 30.08.2016 on MoA of City Level Federation (CLF) and Rules and regulation of CLF. so as per discussion on the above points the MoA of CLF and Rules and Regulation of CLF has been submitted for the approval of MIC.

Proposal submitted for your kind approval and your kind signature.

S.P. Das.
Soma Parui Das
SMM-SM & ID

~~Director~~

① Memorandum of Association of City Level Federation (CLF) has been prepared in Draft in consultation with Advisor and other experts of SUDA has been placed in Flag-X.

② This MOA has to be prepared in original by the Governing Body of CLF for the registration of CLF under Society Registration Act, Govt of West Bengal as per NULM guideline.

② At the same time a draft Rules and Regulation to be followed by CLF members and its Governing Body and General Body for constituting, managing and organising CLF has also been prepared in draft and placed.

A } Both the draft MOA and draft rules and regulation including proposal of 3(i) to 3(x) at NSP ① & ② may be approved by HMIC, MA & UB for constitution of City Level Federation (CLF) at ULB level.

Perms
29/16.

~~Director~~

NOTE SHEET

SUDA

Note pre-page.

As per DAY-NULM ^{guideline}, one or more City Level Federations are to be formed as per population of the City/Town according to the Guidelines issued by Ministry of HUPA, Govt. To facilitate the same, draft Memorandum of Association and Draft Rules and Regulations have been framed following Govt guideline and placed below under flag 'x' & 'y' for consideration & approval.

If approved, draft MOA & Rules and Regulations of ELF may be circulated to all ULBs for taking necessary action from their end as proposed to

at A' at NSP-5, with the concurrence of Hon'ble MLC, HA & UD Deptt.

WT
5/9/2016

J.O. No. SUDA: 660/16

Dated: 5/9/16

File No: 37/2016

Secretary, M.A. Deptt
& Chairman, SUDA

Spl. Secy
20

Please examine from legal point and put up.

Def. of

8/9/16 AS per ^{para-11 of} operational Guidelines for Social Mobilization and Institutional Development under NULM, sent by Ministry of HUPA, Govt, the draft memo of Assn. & Rules and Regulations have been prepared by SUDA.

That has been examined and some corrections have been ^{suggested} made. However, the issue raised at para 5.9. of HUPA guidelines may be incorporated in the ^{govt} state Govt. ^{guidelines} Memo & Assn. & Rules. The issue laid down at para 12.5 may also be included in the aforesaid Memo. & Rules.

May kindly be considered as suggested above

Submitted to
12/09/16

8/9/16

SS
Secretary

Director SUDA

10/9/16

10.9.16

MoA on CLF including its rules and Regulation has been approved by the approved by the Dept. So now ULBs can form city Level Federation (CLF) at ULB levels. So for formation of CLF a Letter have to be sent to the 125 ULBs. Letter have be placed here. The proposal submitted for your kind approval and signature.

S. P. Das.
SMM. SMID

J. P. Director.

Pl. arrange for fair copy of MOA and circulation among ULB

22/9/16

~~A. J. ...~~

~~Observations & modifications~~

The observations & modifications suggested by M.A Dept. have been closely studied. Having done so, the observations which appear pertinent have been duly inserted in the Draft MOA. On similar lines, the modifications/corrections/suggestions suggested in the Draft Rules & Regulations of CLF have been viewed in the perspective of their relevance. Having done so, necessary modifications/alterations have ^{also} been made in the Draft Rules.

The modified Draft MOA & Rules & Regulations of CLF ^(flagged-x) is put up for perusal and subsequent circulation among the ULBs.

~~H. J. ...~~

29/9/16

MOA on CLF including its Rules & Regulation has been approved by Dept. As per direction fair copy is prepared. Now we can intimate all ULBs/ULB to form CLF immediately. Draft placed my u signed.

29/9/16

29/9/16

~~...~~

SMM (SMID)

Krishnanagar Municipality has send a letter to know about the formation of CLF more than target or per the guideline as they have 638 groups.

So we are issuing a letter for given the the permission about the formation of CLF.

The proposal submitted for your kind approval and signature.

S. P. Das,
SMM-SMID
3.11.16

Director

Draft placed CP side may be signed.

[Signature]
3/11/16

Director

[Signature]

9/11/16 -
SMM(SMID)

O.I. no - 1849
dt - 03-11-16

[Signature]
2/11/16

SHGs and their federation is the most important component under NULM. But till now new 67 ULBs has not start to form federation structure and faced so many problems.

For this situation NBSULM has to arrange an orientation programme regarding ALF & CLF formation and their activities and registration process of ALF and CLF.

~~Proposal submitted~~

So on 29th January 2017, an orientation programme has been arranged at 11 am at SUDA conference hall.

NOTE SHEET



Proposal submitted for your kind approval and signature.

S.P. Das . 6/1/17

~~JH. Director.~~

Put up modified copy.

(Signature)

~~SMM (SMD)~~

modified copy submitted for your kind approval and signature.

S.P. Das 6.1.17

~~JH. Director.~~

Sub :- Proposal for Revised Guideline of formation of Area Level Federation(ALF) & City Level Federation (CLF)

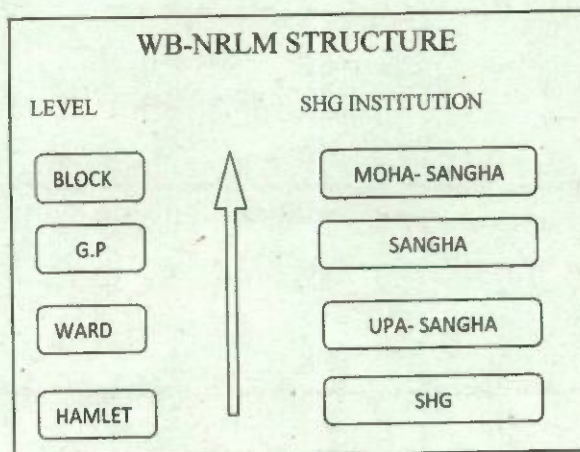
Govt. of India in its Guideline for National Urban Livelihood Mission under Social Mobilization and Institutional Development Component discussed the formation of City Level Federation (CLF) at the Highest level of the SHG Federation structure within each and every Municipalities.

As per the Guideline there will be 3-tire Federation structure with SHGs at the lowest level, Area Level Federation (ALF) at middle level and City Level Federation at top level Formation of Self Help Group (SHG) and Areal Level Federation (ALF) . And as per the guideline ALF will be formed DAY-NULM envisages mobilisation of urban poor households into this three tiered structure with Self-Help Groups (SHGs) at the grass-root level, Area Level Federations (ALFs) at the slum / ward level and City-level Federations (CLFs) at the city-level .

Membership of Area Level Federation: An Area Level Federation (ALF) may be formed with 10 to 20 SHGs covering an area of a ward or slum or such other geographical unit with a minimum of 2 members (nominated representatives) per SHG. (Flag-X)

Membership of City Level Federation: The ALFs will come together to form a City level Federation-(CLF). It is expected that each city will have at least one CLF. (Flag-X)

As learnt, NRLM has federation structure based on geographical area not the no of SHG's Fixed no. of SHGs form a cluster form in a sansad wise Sangha form Grampanchayat wise and Mohasangha Formed Blok wise not on the basis of fixed number of sangha .



So it would be more ideal to make the SHGs institution covering a ward .

Situation :-

But in our state , WBSULM has decided CP side- page - as on 01/03/2016 that :-

- i) ALF will be formed comprising 10-20 SHGs .
- ii) Devoid of forming one CLF at each ULB we may form CLF based on the no of ALF in that particular ULB.
Thus one CLF may be formed comprising 10-15 ALF.
Preferably one CLF per 15 ALF.

But on the basis of the Guideline it was decided later that ALF will be formed ward wise and CLF will be formed City wise .

In our state , ALF formation are in progress . It is very much tuff to maintain more than one ALFs within a ward at a time and Actually the Institution does not take shape or complete as we form CLF only basis of the number of the ALFs . The present situation is that the Formation of City Level Federation (CLF) has not been started properly .

So on the basis of the situation and the past experience a revised guideline some issues need to be resolved, so that concrete revised guideline should be issued .

Based on the above observation I may propose that :-

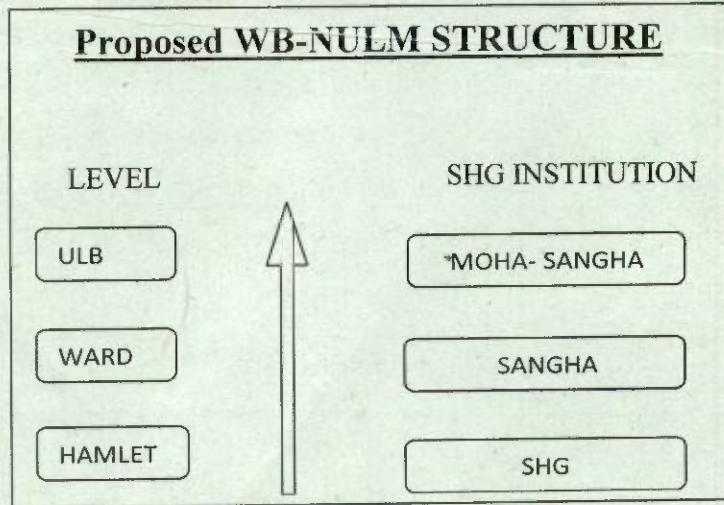
Area Level Federation (ALF) :-

1. An Area Level Federation (ALF) may be formed with 10 to 20 SHGs covering an area of a ward or slum or such other geographical unit with a minimum of 2 members (nominated representatives) per SHG.
2. However the Urban Local Body (ULB) may decide the number of SHGs in a federation as per the local conditions.
3. And in the case of the small ward , If SHGs formed less than 10 then , ALF may be formed consequent two wards .

City Level Federation (CLF) :-

1. The ALFs will come together to form a City level Federation (CLF).

- 2. It is expected that each ULB will have at least one CLF and CLFs should be registered as societies
- 3. All ALFs in a city should be represented at the CLF.
- 4. Bigger Cities / Municipal Corporation may have more than 1 CLF based on the size and population.
- 5. To form more than one CLF ULB may propose to the WBSULM and based on the decision Bigger Cities / Municipal Corporation may form more than One CLF .



Proposal Submitted for your kind approval and signature .

If approved ULBs will be intimated accordingly.

5-6.Dun. 5.3.18
Soma Parui Das
SMM-SM&ID

AM Director

U.O.No. SUDA: 1787/18
Dated: 13-03-18
File: 37/2016
Dy. Director
SUDA
Soma P. Das

the following

→ Please provide ~~me~~ information in this file -

- i) No of SHGs formed in the state.
- ii) No. of ALFs formed in the state
- iii) NO. of CLFs formed so far.

→ What is the basic difference between the system earlier adopted for formation of ALF/CLF & the proposed system? Elaborate.

Mr. put up as a instruction given above

14/3/18
16/3/18

In the pre page of the it was clearly explained the basic differences between the system earlier adopted and the proposed system .

We know, women SHGs and Their federations is a home- grown model. And it is a community-based institutions which may help the poor to overcome their vulnerability and lack of resources.

Federations have been providing a number of services to member SHGs, which could be grouped into four categories- sector development, financial, livelihood and social intermediation.

On the basis of the instruction , the situation of the SHGs Structure has been clearly clarified here .

Point -I:- Till date (from SJSRY) in our state we have formed (as on January) ----

In SJSRY we formed 33979 number of SHGs and from inception of NULM 24230 number of SHGs formed . so total number of SHGs in our state is 58209 –

1. Number of SHGs - 58209
2. Number of ALFs – 3123
3. Numbers of CLFs – 66

Point- II :- Difference between former system and proposed system

Formation of ALF

Sl No	Exiting System	Proposed System	Reason Behind
	<p>ALF formed comprising 10-20 SHGs. So based on the only number of SHGs, more than one ALF has been formed in a ward.</p> <p><u>Problem:-</u></p> <p>1. More than one ALFs is a big problem to manage all SHGs within a</p>	<p>4. Area Level Federation (ALF) may be formed with 10 to 20 SHGs covering an area of a ward or slum or such other geographical unit (Based on NULM Guideline)</p>	<p><u>Administrative Reason :-</u></p> <p>1. If we follow the NRLM federation structure in our state , en it will be clearly shown that :-</p> <p>Hamlet / Para Level- SHGs Gram Sanssad (</p>

<p>ward .</p> <p>2. Number of SHGs within a ward may vary . for a small ward it has to be merge .</p> <p>3. But if we strict in numbers , then it may arise complications .</p> <p>4. Registration process of ALFs under society registration act , is a very complicated process and ULBs are facing the problem . Under one ward more than one registered society is forming , and this is going to create administrative problem in future .</p>	<p>5. However the Urban Local Body (ULB) may decide the number of SHGs in a federation as per the local conditions.</p> <p>6. And in the case of the small ward , If SHGs formed less than 10 then , ALF may be formed consequent two wards .</p>	<p>ward) Level - Upa-Sangaha G.P Level – Sangha (ALF) Block Level – Moha Sangha (CLF)</p> <p>So , in our State , ALF formed G.P wise and CLF formed Block wise under NRLM .</p> <p>ALF and CLFs has been formed based on Geographical Boundaries not the Numbers .</p> <p>2. within a ward one ALF will be easy to manage and to monitor .</p> <p>3. It is more easy to make decision for municipality to select ALF as an programme implementing agency as it is an Registered Society .</p>
---	---	--

Formation of CLF

Sl No	Exiting System	Proposed System	Reason Behind
	<p>Thus one CLF may be formed comprising 10-15 ALF.</p> <p>Preferably one CLF per 15 ALFs.</p>	<p>The ALFs will come together to form a City level Federation (CLF). It is expected that each city will have at least one CLF. (</p>	<p><u>Administrative Reason :-</u></p> <p>We may follow NRLM norms like ALF</p>

<p>Problem:-</p> <ol style="list-style-type: none"> 1. As per NULM Guideline Federation Structure does not complete if more than one CLF formed in a Municipality. Because as per federation structure all SHGs will come under One federation named as CLF. 2. Only in case of Municipal corporations , it CLFs may formed more than one . 3. Registration process of CLFs under society registration act , is a very complicated process and ULBs are facing the problem . Under one Municipalities more than one registered society is forming . and this is going to create administrative problem in future 	Flag-X)	<p>Block Level – Moha Sangha (CLF)</p> <p>So , CLF formed Block wise under NRLM .</p> <ol style="list-style-type: none"> 1. All ALFs will be comes under CLF , based on Geographical Boundaries not the Numbers . 2. within a CITY one CLF will be easy to manage and to monitor . 3. It is more easy to make decision for municipality to select CLF as an programme implementing agency as it is an Registered Society .
--	----------	--

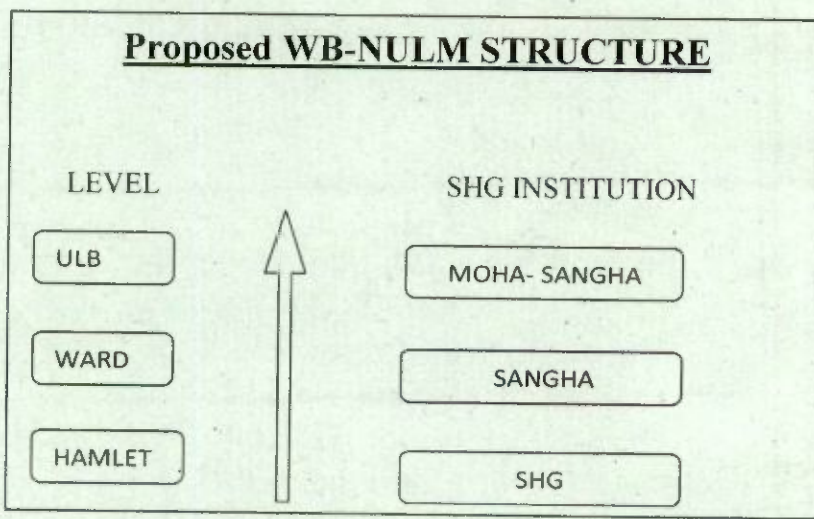
Based on the above observation I may propose again that :-

Area Level Federation (ALF) :-

7. An Area Level Federation (ALF) may be formed with 10 to 20 SHGs covering an area of a ward or slum or such other geographical unit with a minimum of 2 members (nominated representatives) per SHG.
8. However the Urban Local Body (ULB) may decide the number of SHGs in a federation as per the local conditions.
9. And in the case of the small ward , If SHGs formed less than 10 then , ALF may be formed consequent two wards .

City Level Federation (CLF) :-

6. The ALFs will come together to form a City level Federation (CLF).
7. It is expected that each ULB will have at least one CLF. The CLFs should be registered as societies
8. All ALFs in a city should be represented at the CLF.
9. Bigger Cities / Municipal Corporation may have more than 1 CLF based on the size and population.
10. To form more than one CLF ULB may propose to the WBSULM and based on the decision Bigger Cities / Municipal Corporation may form more than One CLF .



Proposal Submitted for your kind approval and signature .

If approved ULBs will be intimated accordingly.

S.P. Das, 26.3.18
Soma Parui Das
SMM-SM&ID

Proposal A 2nd 13th in pre pages
may kindly be perused -
2 may kindly be approved

If these proposals are
in conformity with NULM norms
we may accept it.

25/3/18
26/3/18
28/3/18

O. No. SUDA: 216/18
26.03.18
Director
SUDA

DD. SUDA

সম্ম
সম্ম
সম্ম

[Handwritten signature and date]
29/3/22

After the approval of the authority , a revised guideline has to be sent to all ULBs for the implementation of the NULM .

These Changes are as follows :-

1. Area Level Federation (ALF) :

- a. An ALF will be formed with all SHGs covering an area of a Ward or Slum or such other geographical unit with a minimum of 2 members per SHG. But in case of ALFs which have already been formed after due formalities, such ALFs will remain as it is.
- b. In case of a small Ward, if it is not possible to form ALF with 10 SHGs, then ALF may be formed taking the consequent two Wards.

2. City Level Federation (CLF) :

- a. The ALFs formed in the above manner will come together to form a CLF.
- b. Each ULB will have atleast one CLF. The CLFs should be registered as Societies.
- c. Bigger cities may have more than 1 (one) CLF based on the size and population.
- d. For formation of more than 1 (one) CLF, bigger cities should submit the proposal to the Mission Director, WBSULM. On receipt of the decision from WBSULM, bigger cities may form more than 1 (one) CLF.

3. Some other major changes :

- a. Activities based Male Groups may be formed with the members who belong to vulnerable occupational section. Vulnerable occupational section includes Rag Pickers, Domestic Workers, Coolies, Vendors, Construction Labourers, Garment Workers, Riksha Pullers, Sanitation Workers etc.
- b. In Hilly Tracts/ Regions and Predominantly tribal dominated areas, where communities are dispersed, smaller groups of less than 10 members may also be formed.
- c. Differently – abled persons and transgender people may be allowed to form groups with minimum 5 members.

A draft letter has been placed here for your kind approval and signature

S. P. Das . 6.4.18
Soma Parui Das
SMM-SM&ID

[Handwritten signature]
12/5/18

[Handwritten signature]
SMM
SM&ID

-20-

Sub : Formation and Targets of City Level Federations (CLF) under DAY-NULM

Formation of City Level Federation (CLF), under DAY-NULM Programme is a major task for building federation structure under the Social Mobilization and Institutional Development component. The ALFs will group together to form a City Level Federation (CLF). It is mandatory to have at least one CLF in every ULB.

Till date we have only 8 CLFs in different 5 ULBs named – Burdwan , Mal, Medinipur, North Dum Dum , Taherpur .

Sl No	ULB Name	Number of CLF formed
1	Burdwan	1
2	Mal	1
3	Medinipur	1
4	North Dum Dum	4
5	Taherpur	1
	Total	8

Suri has entered wrong entry at MIS portal for CLF formation is Nine though under this ULB no CLF formed till date .

So , City level Federation (CLF) yet to constitute in rest of the 120 ULBs .

And a parameter of SPARK under NULM is -

- **City Level Federation – 10 marks :- % of ULBs with at least one CLF** which contains 10 marks under total marks of SM&ID .

So , CLF formation is major task in this financial year .

All ALFs in a city should be represented at the CLF. Bigger cities may have more than 1 (one) CLF based on the size and population . Where at least 25% of wards are covered by ALFs one City level federation (CLF) must be constituted . As CLF is expected to work with ALFs, member SHGs, city administration and financial institutions to ensure social and economic empowerment of the urban poor.

Responsibilities of a CLF:-

- To represent the needs of the urban poor at various levels;
- Advocacy with the ULB and State Government for pro-poor planning, master plans, vendor planning, etc.;

NOTE SHEET

- c) To facilitate access of member ALFs' and member SHGs' to banking services;
- d) New group formation and support;
- e) To identify specific training and capacity building needs of its member ALFs;
- f) Work closely with the respective ULB to facilitate identification of beneficiaries for various government programmes;
- g) Facilitate marketing of SHG produce/products.

So based on the situation and above list we may issues a directive to the UBs to form at least one CLF in their ULB .

Proposal placed with a draft letter and ULB wise CLF targets for the FY 2019-2020 for your kind approval and signature .

S. P. Das.
 Soma Parui Das 15.5.19
 SMM-SM&ID

J.D

Draft may kindly be signed if approved



16/5/19

Please speak.

Pranab
 20/05/19

AND, MUMBAI
 Soma

সুডা

NOTE SHEET

SUDA

Notes NSP-20-21 may kindly be seen.

Kind attention is invited to the Minutes of the last Review Meeting held on 23.04.2019 & 25.04.2019 with the CMMUs. It has been resolved that all ULBs to constitute a City Level Federation (CLF) within 30th of June, 2019. An advisory to this effect has been drafted, if approved may kindly be signed.

Director, SUDA

~~AMD/AMD~~
9D

Draft signed.

Dandhar
24/05/19
AMD

AMD 25/5/19

Dandhar
04/01/19

AMD ULB