

West Bengal State Urban Livelihoods Mission

FORMAT 1: CITY LIVELIHOOD CENTRE – MODEL PROPOSAL

I. Introduction:

(Introduction to NULM Programme)

II. Background of ULB

(Insert information on Date of Establishment, geographical location, components of NULM, Impact of NULM)

III. Objective of Establishing the CLC

IV. Services to be Offered by the CLC

A. Placement Services

(HINTS: Insert information on providing employment to urban poor unemployed youths, liaison with companies, CLC may charge certain percentage from one month's remuneration as service charge)

B. Referral Services

(HINTS: Describe a system for provision of services such as plumbing, electrical works, construction, security, carpentry, gardening, health care support, Nurse and Aya, housekeeping and bill payment etc, and charging commission in return)

C. Social Development

(HINTS: Setting up of centres for promoting livelihood opportunities, functioning as Training Learning & awareness generation centre)

D. Support to SHG in Income Generating Activities

(HINTS: Opening of Bank Account, marketing assistance, encouragement to local artisans, exhibition cum of local craft, etc.)

E. Other services

(HINTS: Providing marketing /sales outlets, Providing legal services such as registration, licensing, accounting etc., Providing preliminary grievance redressal mechanism, Enabling dissemination of information from time to time through various mechanisms like IEC material , media and other channels)

V. Sources of Income of CLC

(HINTS: Commission/charges for referral services & placement services, facilitating in opening bank accounts, etc;

ULBs may utilise CLC as service providers like, a) waste collection from door to door, b) Municipal Tax collection, c) Water Meter reading (in future), d) conducting survey at ULB level, e) organise Pulse Polio etc.)

VI. Viability & Break-Even Analysis

(Describe how you plan to make the CLC sustainable after the initial 2 years. Mention the break-even point.)

VII. Man Power to be deployed

For running the CLC, a group of staff will be maintained on a monthly basis, as follows:

S. No.	Designation
1.	
2.	
3.	
4.	
	Total

VIII. Establishment of Office Infrastructure

The requisite infrastructure viz., chairs, computers, phones, tables, racks etc., should be placed at the CLC. The suggested space for establishing CLC is 1,000 sq.ft. with two rooms and a wash room. A 'No Objection Certificate' (NOC) is also required from the ULB in case the room is provided by the ULB itself.

FORMAT 2: APPLICATION FORMAT

NAME OF ULB:		
DETAILS OF AREA- IDENTIFIED CITY LIVELYHOOD CENTER		
S.No	Particulars	
1	Name of the ULB:	
2	Total wards in the ULB:	
3	Total population in the area:	
	Male:	
	Female:	
4	Total Slums in the ULB	
	a) Official (Notified)	
	b) Not specified (Non-notified)	
5	c) No. of SHGs	
	d) No. of ALF	
	e) No. of CLF	
6	No. of ward(s) covered by CLC:	
7	Total Urban poor covered:	
8	Potential no. of members expected to be covered by CLC:	
9	Major services possible through CLC in the area	<ul style="list-style-type: none"> ➤ Facilitating training based on local demand ➤ Placement services ➤ Opening of Bank A/C (Pradhan Mantra Jan Dhan Yojana) ➤ Credit creation: providing loan for local entrepreneurs ➤ Marketing assistance ➤ Provision of services such as plumbing, Security, Nursing, Carpentry etc. ➤ Referral services

10	Scope for growth of CLC in the area	
11	Details of the premises given for CLC by ULB	
	a. Area of Room	
	b. Location	
	c. Is the location nearby to ULB office (Distance)	
12	Plan for facilitation of CLC – Resource agency/ ULB	
13	Proposal Prepared by	
14	Proposal assessed by	
15	Name and designation of the forwarding authority	
16	Business Plan of CLC – to include break-even and viability	

N.B.: Date of submission: 16.06.2015 (ULBs may be called for discussion after submission)

Submit to: wbsulm@gmail.com

**Further queries: Please contact Mr. Prabir Ray, Social Development Expert,
PMU-2, Phone No. 033 4007-7554**

FORMAT 3: BUDGET ESTIMATE**Proposed Item of Expenditure****I. NON-RECURRING EXPENDITURE (One Time)****Office equipments and Office furniture:**

1	P.C. fitted with all accessories including Printer --- 1 (One) for the CLC office and the other for the proposed training centre	20% of total expenditure
2	Wooden Computer Table	
3	Steel Table with Wooden Top (Full Secretariat) --- one for the CLC office and the other for the proposed training centre	
4	Steel Table with Wooden Top (Half Secretariat) for the CLC office	
5	Steel Chairs for both the establishments	
6	FRP-molded armless chair for the office	
7	White Board measuring 6 ft. X 4 ft. for the Notice Board	
8	Show-Case for display of Handicrafts articles for marketing support	
9	Installation of Land Telephone	
10	Electric fan	
11	Complete Tube-light set	

II RECURRING EXPENDITURE (for 5 years)

1	Salary & Wages :	80% of the total expenditure
	a) Manager	
	b) Placement-cum-Marketing Coordinator	
	c) Computer Operator	
	d) Office Assistant	
2	Cost of Electricity	
3	Communication (Internet, Telephone, FAX)	
4	Office-Stationary	
5	Transportation/Travelling Expenses	
6	Misc. expenditure	