

BUSINESS PLAN

INCOME GENERATING ACTIVITY – CUTTING AND TAILORING

BY
JAGRATI- SELF HELP GROUP



SHG/CIG Name	::	Jagrati
VFDS Name	::	Bari
Range	::	Nichar
Division	::	Kinnaur

Prepared under:



Project for Improvement of Himachal Pradesh Forest Ecosystems
Management & Livelihoods (JICA Assisted)

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1. Description of SHG/CIG

2.1	SHG/CIG Name	::	Jagrati
2.2	VFDS	::	Bari
2.3	Range	::	Nichar
2.4	Division	::	Kinnaur
2.5	Village	::	Bari
2.6	Block	::	Nichar
2.7	District	::	Kinnaur
2.8	Total No. of Members in SHG	::	15 Total(12- Females,3Male)
2.9	Date of formation	::	08-02-2022
2.10	Bank a/c No.	::	25110114261
2.11	Bank Details	::	HP State Co-Operative Bank BHABANAGAR
2.12	SHG/CIG Monthly Saving	::	100/- (meeting to be held 10 th day of month)
2.13	Total saving		
2.14	Total inter-loaning		
2.15	Cash Credit Limit		--
2.16	Repayment Status		--

2. Beneficiaries Detail:

Sr. No	Name	Father/Husband Name(Sh.)	Age	Category	Cont. No	Designation	Occupation
1	Sh.Ram Krishan	Sh. Belu Ram	36	SC	76510-61306	Pradhan	Agriculture
2.	Smt.Suraj Kumari	Sh. Ganga Sukh	42	SC	9805493335	Secretary	Agriculture
3.	Smt. Seema	Sh. Sher Chand	30	SC	88988093510	Member	Agriculture
4.	Sh.Dhram Chand	Lt. Sh.Argyul	58	SC	98054-81773	Member	Agriculture
5.	Smt. Sita Devi	Sh. Sunder Lal	39	SC	9459559743	Member	Agriculture
6.	Smt. Kamla Devi	Sh.Dev Raj	36	SC	8988093563	Member	Agriculture
7.	Smt. Tara Devi	W/O Sh. Prabhu Lal	47	SC	8988932539	Member	Agriculture
8.	Smt. Angana	W/O Sh. Kran Joit	32	SC	7650080553	Member	Agriculture
9	Smt. Raj Kumari	W/O Sh. Tara Chand	46	SC	7807848192	Member	Agriculture
10	Smt. Vijaya Devi	W/O Sh Rajive Singh	24	SC	6230744225	Member	Agriculture
11	Smt. Anita Kumari	W/O Sh. Susheel kumar	30	SC	8988231062	Member	Agriculture
12	Smt. Meera Devi	W/O Sh. Devinder	45	SC	9805772264	Member	Agriculture
13	Smt. Chander Kanta	Sh. Ram Krishan	33	SC	9459494503	Member	Agriculture
14	Smt. Hukmi	Sh. Durga Singh	40	SC	9418166890	Member	Agriculture
15	Smt. Raj kumari	Sh.Yashwant	26	SC	76510-61306	Member	Agriculture

3. Geographical details of the Village

3.1	Distance from the District HQ	::	64Km
3.2	Distance from the Range Office	::	14 Km
3.3	Distance from Main Road	::	Approx. 14-Km From NH-5
3.4	Name of local market & distance	::	RecongPeo-64 Km, BhabaNagar-16 Km, Jeori-44 Km & Rampur- 64 Km
3.5	Name of main market & distance	::	RecongPeo-64 Km & Rampur-64 Km
3.6	Name of main cities & distance	::	RecongPeo-64 Km & Rampur-45 Km
3.7	Name of places/locations where product will be sold/ marketed	::	Change, Gramang, Vikasnagar, Ponda, B/Nagar, Tapri & R/Peo

4. Executive Summary

Cutting and Tailoring is common in the VFDS Area, and the Local People has to travel about 60-64 Km for better stitching of ladies and gents' clothes. Cutting and Tailoring is income generation activity and has been selected by Jagrati Self Help Group. This IGA will be carried out by all ladies of this SHG initially. Different types of suits will be stitched by this group initially. This activity is being already done by some ladies of this group. Group members will work with less machines initially and as group members' skill/ efficiency improve then group will purchase more machines. This business activity will be carried out whole year by group members. Suits will be stitched as per order by consumer and cloth will be provided by consumer or depends on order.

5. Description of Product related to Income Generating Activity

1	Name of the Product	::	Stitched Suit & Traditional Dresses
2	Method of product identification	::	This activity is being already done by some SHG ladies. Has been decided by group members
3	Consent of SHG/ CIG / cluster members	::	Yes

6. Description of Production Planning

6.1	Time taken	::	1 suit takes around 3-4 hours to complete
6.2	Number of ladies involved	::	All ladies.
6.3	Source of raw materials	::	Local market/ Main market

6.4	Source of other resources	::	Local market/ Main market
6.5	Expected stitched suits per day	::	5 suits initially

7. Description of Marketing/ Sale

7.1	Potential market places/locations	::	Change, Gramang, Vikasnagar, Ponda, B/Nagar, Tapri & R/Peo
7.2	Stitching work demand	::	Throughout year and high demand at the time of festive and marriage occasions.
7.3	Process of identification of market	::	Group members will contact nearby villagers/households/institutions.
7.4	Marketing Strategy		SHG members will directly take orders (individual levels/ group level) from nearby villagers/households/institutions.

8. Risk Analysis

- Skill based
- Demand driven
- Highly competitive market

9. Description of Management among members

By mutual consent SHG group members will decide their role and responsibility to carry out the work. Work will be divided among members according to their mental and physical capabilities.

- Some group members will involve in Pre-Production process (i.e.- procuring of raw material etc.)
- Some group members will involve in Production process.
- Some group members will involve in Packaging and Marketing.

10. Description of Economics:

A. CAPITAL COST				
Sr.No	Particulars	Quantity	Unit Price	Total Amount (Rs.)
1	Sewing Machine with motor and stand (Colombia company) (Umerla)	15	11000	165,000
2	Zig Zag machine	2	6500	13000
3	Tailor Scissor	15	1000	15000
4	Tailoring Ruler Set	15	600	9000
5	Sewing Tailor Tap	15	100	1500
6	Iron Press	2	1000	2000
7	Almirah	1	LS	6000
8	Hanger	3set	400	1200
9	Stools etc	15	L/S	2000
Total Capital Cost (A) =				214,700

B. RECURRING COST					
Sr.no	Particulars	Unit	Quantity	Price	Total Amount (Rs)
1	Sewing threads	Reels/Suits/month	250	10	2500
2	Material for kinnauri cap	No	50	200	10000
3	Waist coat	No	30	1200	36000
4	Kinnauri Choli	No	30	2700	81000
5	Kinnauri Coat	No	7	3500	24500
6	Rent	Month			2000
7	Other (stationary, electricity bill, transportation, machine repair)	Month			1500
Total Recurring Cost (B)					157,500

C. Cost of Production (Monthly)		
Sr. No	Particulars	Amount (Rs)
1	Total Recurring Cost	157,500
2	10% depreciation annually on capital cost	1575
Total		1,59075

D. Stitched Suit price (per suit)					
Sr.No	Particulars	Unit	Quantity	Amount (Rs)	
1	Kinnauri cap	1	1	350-400	
2	Waist coat	1	1	1500--2000	
3	Kinnauri Choli	1	1	4000	
4	Kinnauri coat	1	1	5000	

11. Analysis of Income and Expenditure (Monthly):

Sr.No	Particulars	Amount (Rs)
1	10% depreciation annually on capital cost	1575
2	Total Recurring Cost	157500
3	Kinnauri cap =350 Nos@400	140000
4	Waist coat=30Nos@1500	45000
5	Kinnauri choli =10Nos@4000	40000
6	Kinnauri coat=7Nos@5000	35000
7	Total Income generation form item No 3 to 6	260000
	Income generation (from item 3 to 6)	260000
	Net profit (260000-157500)	102,500
	Distribution of net profit	<ul style="list-style-type: none"> Profit will be distributed equally among members monthly/yearly basis. Profit will be used for further investment in IGA

12. Fund requirement:

Sr.No	Particulars	Total Amount (Rs)	Project contribution	SHG contribution
1	Total capital cost	214,700	161025	53675
2	Total Recurring Cost	157500	0	157500
3	Trainings	60000	60000	0
	Total	432200	221025	211175

Note-

- **Capital Cost** - 75% of capital cost to be covered under the Project
- **Recurring Cost** - To be borne by the SHG/CIG.
- **Trainings/capacity building/ skill up-gradation** - To be borne by the Project

13. Sources of fund:

Project support;	<ul style="list-style-type: none"> • 75% of capital cost will be utilized for purchase of machines. • Up to Rs 1 lakh will be parked in the SHG bank account. • Trainings/capacity building/ skill up-gradation cost. 	Procurement of machines will be done by respective DMU/FCCU after following all codal formalities.
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SHG contribution	<ul style="list-style-type: none"> • 50% of capital cost to be borne by SHG. • Recurring cost to be borne by SHG 	
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14. Trainings/capacity building/skill up-gradation

Trainings/capacity building/ skill up-gradation cost will be borne by project.

Following are some trainings/capacity building/ skill up-gradations proposed/needed:

- Team work
- Quality control
- Packaging and Marketing
- Financial Management

15. Loan Repayment Schedule-

If the loan is availed from bank, it will be in the form of cash credit limit and for CCL there is not repayment schedule; however, the monthly saving and repayment receipt from members should be routed through CCL.

- In CCL, the principal loan outstanding of the SHG must be fully paid to the banks once a year. The interest amount should be paid on a monthly basis.
- In term loans, the repayment must be made as per the repayment schedule in the banks.

16. Monitoring Method –

- Social Audit Committee of the VFDS will monitor the progress and performance of the IGA and suggest corrective action if need be to ensure operation of the unit as per projection.
- SHG should also review the progress and performance of the IGA of each member and suggest corrective action if need be to ensure operation of the unit as per projection.

17. Remarks

Group members Photos-



Ram Krishan



Dharma Chand



Anita Kumari



Suraj Kumari



Seeta Devi



Kamla Devi



Tara Devi



Meera Devi



Chander kanta



Hukami



Raj kumari



Vijay Devi



Seema




Anjana



Rajkumari

समूह का सहमती पत्र

आज दिनांकजागृति सव्यम-सहायता समूह बरी में बैठक हुई यह बैठक प्रधान श्रीमान राम कृष्ण के अध्यक्षता में हुई आज बैठक यह चर्चा की सभी सदस्यों ने यह निर्णय लिया कि वन जाईका वन विभाग की तरफ से जो धन राशि मिलेगी उसका उपयोग सिलाई सिखने के लिए किया जाएगा जिसके लिए सभी सदस्यों की सहमती प्रकट की है इस बैठक में सभी सदस्यों ने भाग लिया ।


सचिव
जागृति मिनाई कॉन्सर्ट डूप बरी
समूह के प्रधान हस्ताक्षर

प्रधान
जागृति मिनाई कॉन्सर्ट डूप बरी
समूह के सचिव के हस्ताक्षर

Memorandum of Understanding

Between

The BARI Village Forest Development Society/ BMC Sub Committee

And

The Forest Department (represented by DFO KINNAUR) for Participatory Forest Management.

Whereas

The BARI Village Forest Development Society/ BMC Sub-Committee (hereinafter called "Society") has been constituted as per procedure described in the HP PFM Regulations notified by Govt. of HP vide No. FFE-C (9) 1/2001 dated 23.8.2001 and vide No.FFE-B-F (5) 5/2016- Pam III dated 19.11.2018, by the Villagers of BARI village Forest Development Society/ BMC Sub-Committee in district KINNAUR and Forest Division KINNAUR, Himachal Pradesh and has an elected Executive Committee (hereinafter called "EC"),

as part of the Japan International cooperation Agency (JICA) supported "Project For Improvement of Himachal Pradesh Forest Ecosystems Management and livelihoods" (hereinafter called -Project") the Micro plan (Forest Ecosystems Management Plan & Community Development & Livelihood Improvement Plan) for Forest Management and Community Development (hereinafter called "Plan") for Forest protection, rehabilitation and management of the specified forest areas has been jointly prepared by the Society and the Forest Division

the Plan contains details of program for conservation, management and development of forest areas, Biodiversity conservation, Livelihood improvement works and also the description of equitable distribution of usufructs obtained from allocated forest areas and public resources of the ward/village;

the Plan has been approved by the Officer in Charge of the Forest Division (here- in after called "Forest Officer") on behalf of Government of Himachal Pradesh;

Now here with

The KINNAUR.... Forest Division and the Society have mutually agreed on this MoU, and consequently. This MoU is executed with the following articles;

1. Purpose of the Memorandum of Understanding

This Memorandum of Understanding (hereinafter called -Man details the responsibilities of the Society regarding management and protection of forest areas) and village(s) resource development, in the manner specified in the Plan and for equitable distribution of benefits amongst its members. It further details payments and support to be provided by the project and the associated conditions.

2 Responsibilities of the Society

- 2.1 With regard to its Constitution, working, powers, duties and benefits, the Society agrees to act in accordance with the HP Government Notification No. FFE-B-F (9) 1/2001 dated 23.8.2001 and vide No.FFE-B-F (5) 5/2016- Part- III dated 19.11.2018, and other relevant Government orders and instructions.
- 2.2 The Society agrees to provide all necessary assistance to the Forest Officer in selection of forest area(s) to be allotted to it for forest management and development so that there is no dispute regarding areas of common use of nearby villages.
- 2.3. The Society agrees to prepare and submit general house approved, quarterly physical & financial plans with budget requirements to FTU concerned for releasing funds after Plan's approval from PMU.
- 2.4. The Society agrees to identify Community Development Activities (CDAs) in conformity with the CDA guidelines, decide on these through a consultative process and implement them according to the relevant standards as applicable.
- 2.5. The Society agrees to carry out works laid out in the Plan for the forest area (such as planting, fencing, maintenance and protection) and in doing so, follow the principles of management of forest and wildlife specified therein, also taking into account the guidelines of the Government, prevalent legal provisions and technical principles. The Society will ensure that no existing acts/rules of forest/wildlife management are being violated.
- 2.6. The Society agrees to contribute membership fee through its members/user groups. The amount with interest will be available to VFDS/BMC (Sub-Committee) after project closure and can be used by VFDS/BMC (Sub-Committee) consensus. The amount deposition to be done within six months.
- 2.7. The Society agrees, after completion of the related works, to protect the forest area from fire, illicit grazing, illicit felling, and illicit transport. Illicit mining, encroachments and poaching and shall help the forest department in this regard.
- 2.8. The Society agrees to pass the information regarding person(s) engaged in banning the wild animals and forests or those engaged in illegal activities on to the Forest Department. The Society agrees to help forest employees in apprehending such person(s) and provide all possible assistance in protecting any seized produce etc.
- 2.9 The Society agrees to rectify any shortcomings found during review of its works by the Forest Officer/monitoring agency.

- 2.10 The Society agrees to keep accounts of income and expenditure of the funds from various sources and also to get regular annual audits done by the agency assigned by the Forest Officer.
- 2.11. The Society agrees to maintain the records specified by the project regularly and in prescribed formats.
- 2.12. The Society agrees that the distribution of products and services generated as a result of implementation of the Plan among its members/User Groups is done in an equitable manner. If the Forest Officer points out any mismanagement or irregularity in the equitable distribution of such products and services, then the

- 2. Society agrees to implement the necessary corrections/improvements suggested by the Forest Officer.
- 2.13. Society agrees to ensure that there will be no miss utilization of funds provided by Forest Department for implementing project activities.
- 2.14. Society will open two accounts of VFDS/BMC (Sub-Committee), One for FEMP implementation (FE Account) and second one as; revolving fund under Livelihood activities (CD&LI Account).
- 2.15 The funds and maintenance of account would be in accordance with Para-36 to 43 of the Bye-laws notified by Govt. on dated 19-11-2018 for VFDS under the Project.

3. Responsibilities of the Forest Department

- 3.1. The Forest Department will provide to the Society the related input materials required to carry out the works specified in the Plan, such as saplings, fencing materials, etc. in a timely manner.
 - 3.2. The Forest Department will provide the payments specified in the Plan to the Society for implementation of works carried out in the forest area on the basis of the Plan in a timely manner. The Society to prepare and submit general house approved, six monthly physical & financial plans with budget requirements to DMU through FTU concerned for release of funds. DMU to release the fund to the VFDS/BMC (Sub-Committee)
 - 3.3. Funds from other department's schemes as the Panchayat may be able to garner/ converge, may also be used for activities that help meet the project's objectives.
 - 3.4. The Forest Department shall provide the necessary advice and guidance to the Society for implementation of works carried out in the forest area on the basis of the Plan.
 - 3.5 The Forest Department shall NOT be responsible for any loss in any of the works related to implementation of the Plan and no claim of any sort can be presented against Forest Department.
 - 3.6 Forest Department will take legal action against any mis appropriation of fund by VFDS/BMC (Sub-Committee).
- ### 4. Support by the Project
- 4.1. The Project will provide funds for Community Development & Livelihood activities (CDAs) identified by the Society and in conformity with the CD&LIP guidelines, which will be implemented by the Society.
 - 4.2. The Project will provide to the Society if required the related input/materials required to carry out the works specified in the Plan, such as saplings, fencing materials, etc. in the required qualities and quantities.
 - 4.3. The Project will provide to the Society the payments specified in the Plan for implementation of works carried out in the PFM area on the basis of the Plan.
 - 4.4. The Project will provide to the Society members training and other capacity building measures, as well as support for income generating activities as specified in the Plan.

- 4.5. The funds earmarked for Plantations, soil and water conservation. Biodiversity conservation etc..will be credited into the VFDS/BMC (Sub-Committee) bank account according to six-month plan requirement (prepared from Micro plan) of VFDS/BMC (Sub-Committee). In addition, VFDS/BMC (Sub-Committee) to open an account for Livelihoods activity.
- 4.6. Payment and receipt of project funds will be strictly by means of cheques online payment/RTGS etc. or bank transfers to the account of the Society. Society will further distribute fund similarly.
- 5. Rights and Benefit Sharing**
- 5.1. The Rights of right holders as admitted in the Forest Settlement will remain unaffected due to constitution of the Society and will continue to be exercised as heretofore.
- 5.2. The Benefits which Society members and their user groups will be entitled to after closure of plots / patches in the forest for various project interventions are as follows:
- i) to collect the yield such as fallen twigs, branches, lopping, grass, bamboos, fruits, flowers, seeds, leaf fodder and non-timber forests products free of cost through individual or collective arrangements as decided by the Society;
 - ii) to the sale proceeds of all intermediate harvest, subject to protection of forest and plantations for at least 3 years from the date of agreement;
 - iii) to organize and promote vocational activities related to forest produce and land; and other activities such as promotion of self-help groups which may provide direct benefits, including micro-lending to women. None of the activities so promoted shall affect the legal status of the forest land;
 - iv) recorded rights over the forest shall not be affected by these benefits;
 - v) after 5 years. the Society may expand the area, on the basis of a fresh agreement deed, by inclusion of adjoining or nearby areas;
 - vi) to utilize at least 40 percent of the sale proceeds on forest regeneration activities including soil and water conservation.
- 5.3. The Society will be entitled to their share of payments from intermediate and final felling, whenever they take place in this forest, as laid out in the PFM Regulations of HP, 2001,
- 6. Monitoring & Evaluation**
- 6.1. Monitoring and Evaluation of project activities will be done at different levels, including by the EC, a participatory monitoring committee and an independent third party apart from Project authorities.
- 6.2. The EC of VFDS/BMC (Sub-Committee) or any of its members will monitor progress and quality of work during execution of various works. The Member Secretary will record the date, places and names of EC members who checked the work(s) and whether works were satisfactory and any instructions given.

- 6.3. A participatory monitoring committee made up of members of the Society, a member from the Panchayat as well as a representative from the Forest Department (e.g. Deputy RO) will on quarterly basis review objectives, inputs and work progress and report to the whole Society. Their reports will then be sent to the Forest Officer for further action.
- 6.4. Where Society groups have carried out or are responsible for activities like social fencing, fire prevention, plantations or maintenance of plantations, annual monitoring will be carried out by Project-approved monitors (Third Party) and the results of this monitoring linked to release of payments, a) for social fencing in lieu of barbed wire fencing, b) for fire prevention as specified in the Plan and c) for survival in forest plantations as given in the agreed to norms for that activity.
- 6.5. Settlement of Disputes: Settlement of disputes and conflict resolution will be governed as laid out under para 47, 48 and 49 of the Bye Laws notified by GoHP.

Memorandum of Understanding

We are aware that the benefits mentioned in this agreement shall be available to the Society only when it discharges its duties, responsibilities and works in a satisfactory manner and this is certified by the Forest Officer every year. However, if the Forest Officer fails to fulfill conditions mentioned in Para 3 and 4 of this agreement and this is a cause for the Committee not able to discharge its responsibilities and works, and then it will be kept in mind while evaluating the works of the Committee every year.

I VINO D. ZINTAO President, BARI Joint VFDS/BMC

(Sub-committee), declare on behalf of the Society, that I am committed to follow all the conditions mentioned in this MOU and am signing this memo after reading/understanding all conditions mentioned herein, literally and in their original meaning.

(Name and Signature of the President)
On behalf of VFDS/ BMC (Sub-committee)

Divisional Forest Officer
Kinnaur Forest Officer
On behalf of HPFD)

Witness: Village Forest Development Society /BMC (Sub-committee) and the Forest Department for Participatory Forest Management.

1. Dhasana Chand. - - - - -
2. Dharam Lal - - - - -
3. Dinesh Mathas - - - - -
4. Rajesh - - - - -

1. _____, (Position) undertake, on behalf of Kinnaur Division Forest Department to implement all duties responsibilities of the Forest Department mentioned in this memorandum.

Range Forest Officer
Nichear Forest Range
Kinnaur (H.P.)

(Name and Signature of the Divisional Forest Officer or other officer authorized by him) On behalf of Kinnaur Forest Department.

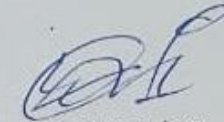
Kinnaur Forest Division
At R/Reo

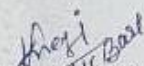
Business Plan Approval by VFDS & DMU

Jogarti Self help group will undertake the Cutting and tending
As livelihood generation activity under the project for improvement of Himachal Pradesh
Forest Ecosystems & management & livelihood (IICA Assisted). In this regard business plan
of amount (Rs.) 432200 has been submitted by this group on dated _____
and this business plan has been approved by BARI VFDS Business
Plan with SHG resolutions being submitted to DMU through FTU for further action, please.

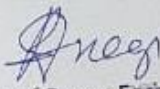
Thankyou

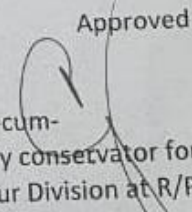

Signature of VFDS Pradhan


Signature of VFDS Secretary


Signature of Forest Guard


Signature of Block forest officer



Signature of Range Forest officer
Nihar Forest Range
Dist. Kinnaur (H.P.)

Approved

DMU -cum-
Deputy conservator forests,
Kinnaur Division at R/Peo

Resolution-cum-group consensus form

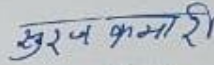
It is decided in the General House meeting of the Self Help Group Taganti held on
..... at BARI that our self help group will undertake the
Cutting and tailoring livelihood income generation activity under the project for
improvement of Himachal Pradesh.

Forest Ecosystem Management & Livelihoods. (JICA Assisted.)



प्रधान
संयोजक
सहकारी विकास बोर्ड
सहकारी विकास बोर्ड

Signature of Group Pradhan



संयोजक
सहकारी विकास बोर्ड
सहकारी विकास बोर्ड

Signature of Group Secretary