

# BUSINESS PLAN

INCOME GENERATING ACTIVITY – Knitting

By

Laxmi - Self Help Group



SHG/CIG Name	::	Laxmi
VFDS Name	::	Chaura
Range	::	Bhabanagar
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	::	Laxmi
2.2	VFDS	::	Chaura
2.3	Range	::	Bhabanagar
2.4	Division	::	Kinnaur
2.5	Village	::	Chaura
2.6	Block	::	Bhabanagar
2.7	District	::	Kinnaur
2.8	Total No. of Members in SHG	::	14- females
2.9	Date of formation	::	07-01-2022
2.10	Bank a/c No.	::	25110114237
2.11	Bank Details	::	State cooperative Bank B/Nagar
2.12	SHG/CIG Monthly Saving	::	50/(meeting to be held every 15th day of the month)
2.13	Total saving		
2.14	Total inter-lending		
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	Smt. InduBala	Sh.Rakesh Kumar	34	SC	8544732138	Pradhan	Agriculture
2.	Smt. Anita Devi	Sh.Gautam Singh	36	ST	8580864158	Secretary	Agriculture
3.	Smt.Rekha Devi	Sh. Shyam Jeet	38	SC	9418219692	Cashier	Agriculture
4.	Smt.Barkha Devi	Sh.Tara Chand	40	SC	7807469576	Member	Agriculture
5.	Smt.Lata Devi	Sh. Kishor Kumar	26	SC	6230355614	Member	Agriculture
6.	Smt.Banti Devi	Sh.Sadhi Lal	45	SC	8627896301	Member	Agriculture
7.	Smt.PhoolDassi	Sh. Ram Kumar	46	SC	8626966287	Member	Agriculture
8.	Smt.Chinta Devi	Sh. Raj Kumar	36	ST	8894358725	Member	Agriculture
9	Smt.Yanchen	Sh.SuhkNand	38	ST	8894380047	Member	Agriculture
10	Smt. Maan Kumari	Sh. Uday Singh	29	SC	8219304864	Member	Agriculture
11	Smt.Kanya Devi	Sh. Ram Lal	46	SC	7807804375	Member	Agriculture
12	Smt.Kavita Negi	Sh. Sunil Kumar	28	ST	9816805888	Member	Agriculture
13	Smt.Lalita Devi	Sh. Krishan Kumar	39	SC	8628958764	Member	Agriculture
14	Smt. Satya Devi	Sh.Yog Raj	37	ST	9816472621	Member	Agriculture

## 3. Geographical details of the Village

3.1	Distance from the District HQ	::	67 Km
3.2	Distance from the Range Office		17 Km
3.3	Distance from Main Road	::	Approx. 250-500 meter
3.4	Name of local market & distance	::	Chaura&Nigulsari -200 meter-4 Km
3.5	Name of main market & distance	::	Bhabanagar- 17 Km, ReckongPeo-67 Km& Rampur- 33 Km
3.6	Name of main cities & distance	::	Bhabanagar- 17 Km, ReckongPeo -67 Km & Rampur- 33 Km
3.7	Name of places/locations where product will be sold/ marketed	::	Surrounding Villages Viz WARD NO. 5 (CHAURA), WARD NO. 6 (SHILANI) & WARD NO. 7 (KAFOUR),Nigulsari, Jeori&Jhakri

## **1. Management**

Knitting centre by Lumxihas 14 women members and they will have individual knitting machines and will hire a room in the village to execute their plan and work in a collective manner. Before the start of the actual work in the centre all the members will be imparted a short-term capsule course for training them in knitting under some professional trainers.

## **2. Primary Action Plan**

The members of this SHG have very clear vision of this IGA and after careful and thoughtful discussion within the group decided to take up this activity for additional income. The members are doing this activity in isolation but now they have joined hands to venture into to this activity at a bit larger scale and in a planned manner. The division of labour between the members have been planned carefully so that each and contributes towards strengthening the IGA and resulting the additional money into their pockets.

## **3. Customers**

The primary customers of our centre will mostly be local people around village Chaurabut later on this business can be scaled up by catering to nearby small townships.

## **4. Target of the centre**

The centre primarily aims at to provide unique modern and high class knitting service to the residents of Chauravillage in particular and all other residents of nearby villages.

This centre will ensure to become the most renowned knitting centre with quality work in its area of operation in coming years.

## **5. The reason to start this business**

Due to the prior experience of the members of this SHG who are already doing same work here and there this IGA has been selected and therefore the SHG is starting this business. This is an effort to combine the skill of various members and scale up their activity to earn more livelihoods.

## 6. SWOT Analysis

### ❖ Strength

- ➔ Activity is being already done by some SHG members
- ➔ Raw material easily available from nearby markets
- ➔ Manufacturing process is simple
- ➔ Proper packing and easy to transport
- ➔ Other family members will also cooperate with beneficiaries
- ➔ Product self-life is long

### ❖ Weakness

- ➔ Lack of technical know-how

### ❖ Opportunity

- ➔ Increasing demand for good products

### ❖ Threats/Risks

- ➔ Competitive market
- ➔ Level of commitment among beneficiaries towards participation in training/ capacity building & skill up-gradation

## 7. Machinery, tools and other Equipment's

The traditional knitting along with the mechanical knitting will go hand in hand so that a value product is made available for marketing and making it competitive both in quality and price tag. Some of the items will be produced in traditional manner and others in mechanical manner depending upon the demand in the targeted area. The following machinery and tools need to be procured.

A. CAPITAL COST				
Sr. No.	Particulars of machinery.	Quantity	Rate per unit	Total Amount
1.	Knitting machine (simple)	14	5500	77000
2.	Punch card knitting machine	01	24000	24000
3.	Knitting design book	1	1500	1500

4.	Gola making machine	5	600	3000
5.	Working table	14	1500	21000
6.	Plastic chairs	14	600	8400
<b>Total capital cost</b>				<b>1,34,900</b>

<b>B. Recurring cost</b>				
Sr. No.	Particulars	Unit	Rate	Amount
1.	Room rent	Per month	2000	2000
2.	Water & electricity	Per month	1000	1000
3.	Knitting yarn of different colour and quality	Per month L/S	95000	95000
4.	Lubricating oil & pipet	Per month	1400	1400
5.	Wear & tear	Per month L/S	1500	1500
<b>Total Recurring cost</b>				<b>100900</b>

### 8. Total production and sale amount in month

Since it is an additional activity in the SHG apart from their routine household work the outcome will be proportionate to the working hours of each member. It is always better initially to keep the production on conservative side which can always be scaled up with passage of time and work experience. Therefore, it is presumed that each member will produce one item per day as finally finished product and daily 14 items can be made available for sale. Keeping in view this production rate of approximately 400 finished items will be ready for sale in one month. As beginner the item rate on an average if presumed to be Rs. 600 each therefore the total income per month is worked as under:

Particulars	Total Amount	Project contribution	SHG contribution (25%)
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	(Rs.)	(75%)	
Total capital cost	1,34,900	101,175	33,725
<b>Recurring cost</b>			
10% depreciation on capital cost/ month	1350	-	1350
Other expenditure per month	100900	-nil-	100900
<b>Total</b>	<b>237,150</b>	<b>101,175</b>	<b>135,975</b>

Total sale in a month (600\*400) = 240000

Total expenditure in first month (134,900+ 135,975) = 270,875

However, an amount of rupees 101,175 is the project support therefore for calculation purpose this amount can safely be deducted from the expenditure column and the net income can be re-cast again. Moreover the members of SHG will be doing the job collectively therefore their wages have not been taken into account. The net income at the end of the month is re-cast as under:

<u>Capital cost</u>		
Particulars	Amount	SHG contribution
Capital cost	134,900	33,725
<u>Recurring expenditure</u>		
i) 10% depreciation on capital cost per month	1350	
i) Other expenditure on material cost etc.	100900	
Total	102,250	
<b>Total cost</b>	<b>33,725+102,250=135,975</b>	
<b>Total sale in 1<sup>st</sup> month</b>	<b>240000</b>	
<b>Net profit</b>	<b>104,025</b>	



## 9. Sharing of the profit

The members of SHG has mutually agreed with consent voice that in the 1<sup>st</sup> month Rs. 6000 will be paid to each member as income and the remaining profit of Rs. 20,025 will be kept as emergency reserve in their bank account to meet up the future contingency, if any.

## 10. Fund flow in the group:

Sr.No.	Particulars	Total Amount (Rs)	Project contribution	SHG contribution
1	Total capital cost	134,900	101,175	33,725
2	Total Recurring Cost	102,250	0	102,250
3	Trainings	45000	45000	0
	<b>Total outlay</b>	<b>2,82,150</b>	<b>1,46,175</b>	<b>135,975</b>

### Note-

- **Capital Cost** - 75% of the total capital cost will be borne by the Project
- **Recurring Cost** –The entire cost will be borne by theSHG/CIG.
- **Trainings/capacity building/ skill up-gradation** –Total cost to be borne by the Project

## 11. Sources of funds and procurement:

Project support;	<ul style="list-style-type: none"><li>• 75% of capital cost will be utilized for purchase of machines.</li><li>• Up to Rs. 1 lakh will be parked in the SHG bank account as a revolving fund.</li><li>• Trainings/capacity building/ skill up-gradation cost.</li></ul>	Procurement of machines will be done by respective DMU/FCCU after following all codal formalities.
SHG contribution	<ul style="list-style-type: none"><li>• 25% of capital cost to be borne by SHG.</li><li>• Recurring cost to be borne by SHG</li></ul>	

## **12. 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-gradation proposed/needed:

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

## **13. 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 no 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.

## **14. 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

## **4. Remarks**

## Group members Photos-



InduBala



Rekha Devi



Man Kumari



Yangachen



Lata Devi



Lalita Devi



Barkha Devi



Banti Devi



Kanya Devi



Kavita Devi



PhoolDassi



Satya Devi



Chinta Devi

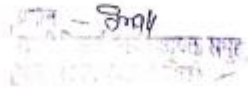


Anita Devi

### समूह का सहमती पत्र

आज दिनांक .....लक्ष्मी सव्यम-सहायता समूह चौरा में बैठक हुई यह बैठक प्रधान श्रीमती इन्दू बाला 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 बुनाई सिखने के लिए किया जाएगा जिसके लिए सभी सदस्यों की सहमती प्रकट की है इस बैठक में सभी सदस्यों ने भाग लिया ।

समूह के प्रधान हस्ताक्षर



समूह के सचिव के हस्ताक्षर



Memorandum of Understanding

Between

The .....CHAURA..... Village Forest Development Society/ BMC Sub Committee

And

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

Whereas

The CHAURA 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 CHAURA 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.
- provided that for the purpose of usufruct, the usufruct sharing family shall be one unit.
- 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 .HARBANS...SINCH..., President,.....CHAWRA..... Joint VFDS/BMC

(Sub-committee), declare on behalf of the Society, that I am committee 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)

ग्राम वन विकास समिति बोर्ड  
सह. निवार, जिला किन्नौर, हिमाचल

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. Indy Bala
2. Anita
3. मिति
4. Petha

1. FTU officer cum R.F.O., (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  
Range Forest Officer  
Bhaba Nagar Range

(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/Peo

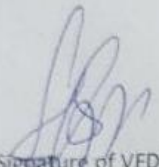
**Business Plan Approval by VFDS & DMU**

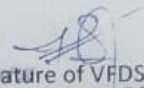
Laxmi Self help group will undertake the Knitting

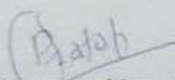
-As livelihood generation activity under the project for improvement of Himachal Pradesh Forest Ecosystems & management & livelihood (JICA Assisted). In this regard business plan of amount (Rs.) 2,82,150 has been submitted by this group on dated \_\_\_\_\_ and this business plan has been approved by \_\_\_\_\_

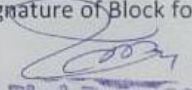
-VFDS Business Plan with SHG resolutions being submitted to DMU through FTU for further action, please.


Thankyou

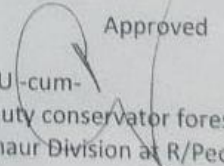
  
Signature of VFDS Pradhan  
ग्राम वन विकास समिति बेश  
सह. निवार, जिला किन्नौर, हि०प्र०

  
Signature of VFDS Secretary  
ग्राम वन विकास समिति बेश  
सह. निवार, जिला किन्नौर, हि०प्र०

  
Signature of Forest Guard

Signature of Block forest officer  
  
Block Forest Officer  
Shukti Forest Block

Signature of Range Forest officer  
  
Range Forest Officer  
Bhabe Nagar Range  
Distt. Kinnaur (H.P.)

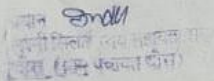
Approved  
  
DMU-cum-  
Deputy conservator forests,  
Kinnaur Division at R/Peo

Resolution-cum-group consensus form

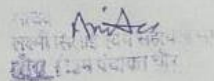
It is decided in the General House meeting of the Self Help Group...Laxmi.....held on  
.....at.....CHAWRA.....that our self help group will undertake the  
...knitting.....as livelihood income generation activity under the project for  
improvement of Himachal Pradesh.

Forest Ecosystem Management & Livelihoods. (JICA Assisted.)

Signature of Group Pradhan

  
A handwritten signature in blue ink, appearing to be 'Rishi', is written over a faint blue stamp. The stamp contains text in Hindi: 'संस्था प्रमुख' (Institution Head), 'संस्था का नाम' (Name of the Institution), and 'संस्था का पता' (Address of the Institution).

Signature of Group Secretary

  
A handwritten signature in blue ink, appearing to be 'Anita', is written over a faint blue stamp. The stamp contains text in Hindi: 'संस्था प्रमुख' (Institution Head), 'संस्था का नाम' (Name of the Institution), and 'संस्था का पता' (Address of the Institution).