## Professional Staff Details

*No of Required Positions (Programme staff: \_\_\_\_\_\_\_\_/ YP:\_\_\_\_\_\_\_) (Management Staff: \_\_\_\_\_\_\_\_) (Support Staff:\_\_\_\_\_\_\_\_)*

*No of Approved Positions (Programme staff: \_\_\_\_\_\_\_\_/ YP:\_\_\_\_\_\_\_) (Management Staff: \_\_\_\_\_\_\_\_) (Support Staff:\_\_\_\_\_\_\_\_)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Name\*** | **Designation\*** | **Functional Area** | **Education** | **Experience (in Years)** | **Date of Joining** | **On Pay Roll / Contract** | **Mobile Number\*\*** | **Email ID\*\*** | **Inducted\* (Yes/No)** | **Immersed\* (Yes/No)** | **Present Status\* (Working/ Resigned/ Transferred)** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |

\*Should place as mandatory

\*\* Mandatory for State and District level staff and optional for block or sub-block level staff

Note: Do not include drives and peons in HR list

|  |  |  |
| --- | --- | --- |
| **Functional Area of Staff [(PS-Programme Staff) (MS- Management Staff) (SS- Support Staff)]** | | |
| **Sl No** | **Functional\_Area** | **Area\_type** |
| **Programme Staff** | | |
| 1 | Institutional Building | PS |
| 2 | Training & Capacity Building | PS |
| 3 | Social Inclusion and Social Development | PS |
| 4 | Financial Inclusion/ Bank Linkage/ Micro Finance/ Insurance | PS |
| 5 | Livelihoods (Farm/Non-Farm/Off-Farm) | PS |
| 6 | Innovation and Partnership | PS |
| 7 | Self-Employment/ Skill Development/ Placement | PS |
| 8 | Marketing | PS |
| 9 | Young Professional | PS |
| 10 | Community Mobilizer (Frontline Staff\*) | PS |
| **Management Staff** | | |
| 11 | Financial Management | MS |
| 12 | Human Resource Development | MS |
| 13 | Procurement | MS |
| 14 | Administration/ Project Management **(Convergence, Governance & Accountability)** | MS |
| 15 | Monitoring and Evaluation | MS |
| 16 | MIS / IT/ ICT | MS |
| 17 | Communication and Knowledge Management | MS |
| **Support Staff\*\*** | | |
| 18 | Project Assistants/ Project Associates | SS |
| 19 | Admin Assistants / Office Assistants | SS |
| 20 | Data Entry Operators (DEOs)/ Data Assistants | SS |
| 21 | Accountants/Cashiers | SS |
| 22 | Other Assistants/Associates/Supports | SS |

## \*Cluster Coordinators, Area Coordinators, Block Coordinators working at sub-block level are to be considered as Frontline Staff.

***\*\* Group-D staff and drivers should not be considered as Support staff.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Functional Area of Staff [(PS-Programme Staff) (MS- Management Staff) (SS- Support Staff)]** | | | | | |
| **Sl No** | **Functional\_Area** | | **Possible Designations under functional Area (State level)** | **Possible Designations under functional Area (District level)** | **Possible Designations under functional Area (Block level)** |
| **Programme Staff** | | | |  |  |
| 1 | Institutional Building (IB) | SPM(IB)/SMM(IB), PM(IB), PE(IB), , | | DPM (IB), PM(IB), PE (IB), District Coordinator (IB) | BPM(IB), PM (IB), PE (IB),  Block Coordinator (IB), |
| 2 | Training & Capacity Building (T&CB) | SPM(CB), PM(CB), PE(CB) | | DPM (CB), PM(CB), PE (CB), District Coordinator (CB) | BPM (CB), PM (CB), PE (CB), Block Coordinator(CB) |
| 3 | Social Inclusion and Social Development | SPM(SI&SD), PM(SI&SD), PE(SI&SD) | | DPM (SI&SD), PM(SI&SD), PE(SI&SD), District Coordinator (SI&SD) | BPM (SI&SD), PM (SI&SD), PE (SI&SD), Block Coordinator(SI&SD) |
| 4 | Financial Inclusion/ Bank Linkage/ Micro Finance/ Insurance | SPM(FI), PM(FI), PE(FI) | | DPM (FI), PM(FI), PE(FI), District Coordinator (FI) | BPM (FI), PM (FI), PE (FI), Block Coordinator(FI) |
| 5 | Livelihoods (Farm/Non-Farm/Off-Farm) | SPM(Livelihoods), PM(Livelihoods-Non Farm), PE(Livelihoods) | | DPM (Livelihoods), PM(Livelihoods), PE(Livelihoods), District Coordinator (Livelihoods) | BPM (Livelihoods), PM (Livelihoods), PE (Livelihoods), Block Coordinator(Livelihoods) |
| 6 | Innovation and Partnership | SPM(I & P), PM(I & P), PE(I & P) | | DPM(I & P), PM(I & P), PE(I & P), District Coordinator (I&P) | BPM (I & P), PM (I & P), PE (I & P), Block Coordinator(I & P) |
| 7 | Self Employment/ Skill Development/ Placement | SPM(SE), PM(SE), PE(SE), PM(Skill Dev), PM(Placement) | | DPM(SE), PM(SE), PE(SE), PM(Skill Dev), PM(Placement), District Coordinator (Skill) | BPM(SE), PM(SE), PE(SE), PM(Skill Dev), PM(Placement), Block Coordinator (Skill) |
| 8 | Marketing | SPM(Marketing), PM(Marketing), PE(Marketing), | | DPM(Marketing), PM(Marketing), PE(Marketing), District Coordinator (Marketing) | BPM(Marketing), PM(Marketing), PE(Marketing), Block Coordinator (Marketing) |
| 9 | Young Professional | YP,  NRLM Fellow | | YP,  NRLM Fellow | YP,  NRLM Fellow |
| 10 | Community Mobilizer (Frontline Staff\*) |  | | Area Coordinator (incase area is multiple blocks) | Community Coordinator, Community Mobilizer, Cluster Coordinator, Area Coordinator |
| **Management Staff** | | | |  |  |
| 11 | Financial Management | AMD (Finance), SPM (Finance)/ SPM (FM), PM (FM), PM (Finance), PE (Finance), Accounts Officer, Accountant | | DPM (Finance)/ DPM (FM), PM (FM), PM (Finance), PE (Finance), District Accounts Officer, Accountant | BPM (Finance)/ BPM (FM), PM (FM), PM (Finance), PE (Finance), Block Accounts Officer, Accountant |
| 12 | Human Resource Development | SPM (HR), PM (HR), PE (HR) | | DPM (HR), PM (HR), PO (HR), APO (HR), |  |
| 13 | Procurement | SPM (Procurement), PM (Procurement), PE (Procurement) | | PM (Procurement), |  |
| 14 | Administration/ Project Management | Addl CEO, AMD, COO, **SPM/PM(Convergence), SPM/PM(Governance & Accountability)** | | **DPM/DMM**/ Other Administrative Staff Deputed from Govt against NRLM approved Strength | **BPM/BMM**/ Other Administrative Staff Deputed from Govt against NRLM approved Strength |
| 15 | Monitoring and Evaluation | SPM (M&E), PM(M&E), PE (M&E) | | DPM (M&E), PO (M&E) | BPM (M&E), PE(M&E) |
| 16 | MIS / IT/ ICT | SPM (MIS), PO (MIS), PM(MIS), PE (MIS), SPM (IT), PM(IT) | | DPM (MIS), PO (MIS), PM(MIS), PE(MIS), MIS Officer, MIS Executive | BPM (MIS), PE (MIS), MIS Officer, MIS Assistant |
| 17 | Communication and Knowledge Management | SPM (Communication), SPM (KM), PM (KM), PE (KM) | | DPM (KM), PO (KM), PM(KM), PE(KM), Communication Officer |  |
| **Support Staff\*\* (Drivers, Peon, Group-IV, and Watchman should not entered)** | | | |  |  |
| 18 | Project Assistants/ Project Associates | | All Category of Assistants/Associates | All Category of Assistants/Associates | All Category of Assistants/Associates |
| 19 | Admin Assistants / Office Assistants | | All Category of Admin/Office Assistants/Section Officer | All Category of Admin/Office Assistants/ Section Officer | All Category of Admin/ Office Assistants |
| 20 | Data Entry Operators (DEOs)/ Data Assistants | | All Category of DEO/Data Assistants | All Category of DEO/Data Assistants | All Category of DEO/Data Assistants |
| 21 | Accountants/Cashiers | | All Category of Accountants in Supporting role/Accounts Assistants | All Category of Accountants in Supporting role/Accounts Assistants | All Category of Accountants in Supporting role/Accounts Assistants |
| 22 | Other Assistants/Associates/ Supports | | All other Assistants/ Associates/PA/ PS | All other Assistants/ Associates/PA/ PS | All other Assistants/ Associates/PA/ PS |