Dear Aijaz and Team,

Thank you so much for sparing time with me during my visit to Ranchi from October 4-6.

I am happy that I could visit you all and see your work on ground.

I. POSITIVE FEEDBACK

1. The SSK programs in all 5 blocks are doing well and are located in important locations. Sonahatu block is an example.
2. I liked that all of you are maintaining the Lavarthi card, MIS and all records including camp records
3. I liked to meet few of the beneficiaries.
4. It was good to see that you have started the process of SSK Satellite centres (as I visited the Bedu block panchayat SSK)
5. The Itki block centre could be an ideal SSK centre with lot of innovations and value additions
6. I liked all of you and your approach, attitude and eagerness to do more.

II. FEW AREAS THAT YOU ALL NEED TO WORK ON:

1. Make the Lavarthi card error free in terms of putting all photographs of beneficiaries and attaching the proof copy
2. Update the beneficiary details in MIS with photo of beneficiary and proof record
3. All registers of records must be put into excel sheet for future record and reference
4. Make every Block SSK Centre only 2 persons centre
5. Increase more satellite centres.
6. Remove the Aadhar Card, Bank account and such other activities from beneficiary list
7. Do not count vaccination work in beneficiary list. But this is a necessary activity for community engagement.
8. Focus on major schemes like Indira Awas Yojana (now Pradhan Matri Awas Yojana)
9. Focus on institutional beneficiaries like school, health centre, aganwadi etc.
10. Regular monthly meeting of staff – for internal motivation and training
11. Cross posting of staff for different learning and experiences
12. Make every activity formal and official.
13. Involve Soma Sarkar and Amit Sanga more with roles and responsibilities of DEF Jharkhand works
14. Introducing the Mera App by December 2016

III. HELP REQUIRED FROM DELHI TEAM

1. MIS log in password for each block centre if possible → Saurabh
2. MIS provision to upload both photo of beneficiary and proof of record → Saurabh
3. Return of photo printers → Vahid

4. Permission to repair laptops etc in Ranchi (unless major ones) → Project Head / Procurement and inventory department → Pl write a mail to me
5. A separate website for Jharkhand (www.defjharkhand.org) to cover all State level activities → Pl write a mail to me
6. Remuneration increment for long standing fellows who are there from beginning → Vahid, Syed

IV. FEW RECOMMENDATIONS & SUGGESTIONS (PL PUT THE TIMELINE YOURSELF AND SEND ME BACK)

Serial No.	Activity	Method		Time line
1.	5 Satellite SSKs in 2016 in public place	With at least 1 machine, printer, SSK fellow (no salary but self-earning and sharing from 7th month)	With team Vahid Syed	
2.	Shifting all block SSK centres to public space like Panchayat bhawan etc. by March 2017	Mapping public space available like Panchayat or any such vacant space like community hall etc.	Team Vahid Syed	
3.	Shop Satellite Centres of SSK in remote locations (at least 25 in all 5 blocks) in 2016	Provide SSK board Schemes bank / folder Training and orientation Revenue sharing Data maintenance	Team Vahid Syed	
4.	Household satellite centres (at least 25 in 5 blocks)	Same method as above Select an existing beneficiary as the centre owner	Team Vahid Syed	
5.	Make all SSK beneficiaries till now formal members of SSK in each block	• Make membership documents including form, id card • Charge a nominal membership fee per quarter (Rs. 30) or so. • Make document on membership benefits and services	Team Vahid Syed	
6.	Formation of Block Level Committees (like Burmu Nagrik Soochna Sewa Samity)	• President & Secretary from local block respected person who knows your work • SSK block incharge as convenor • All documentations readiness with stamp, seal, pad, and formal	Team Vahid Syed	

		launch of the samity • All your beneficiaries as members of the samity at block level • The role of the block samity will be to support the SSK work, put petitions and memorendums to the administration on major issues on schemes and entitlements time to time; take out rallies and campaigns etc		
7.	Soochna Seva Fellows (from the beneficiaries list) ; at least 25 in all 5 blocks at first stage	• Enroll them officially • Give them ID card • They can give daily some hours, or weekly 1-2 days per fellow for Centre work	Team Vahid Syed	
8.	Accountability camp in all blocks of Ranchi District on the State government's 'Jan Samvad' portal and helpline.	Organise at least 5 camps in each block Follow the Rajasthan model Make action plan Generate a report to submit to government	Shishir Vahid Deepsikha	
9.	Send a capital equipment status of the SSK program running in 5 blocks	Report all functional equipment Report all non-functional equipment Report on what equipment required Report on distribution of equipment	Team	
10.	Getting CSC Id for all centres	Registration required	Vahid	
11.	Status of SSK fellows	Pl send a status update and salary structure	Team	
12.	Make every block level SSK centre 2 persons only centre	We have to follow 2 persons model from January 2017	Team Vahid	
13.	Financial conversion of all schemes benefits from 2014 to December 2016	Covert all scheme beneficiaries into money value	Saurabh Vahid	
14.	Poster publicity in public vehicles etc.		Team	

15.	Action plan for next year 2017		Team	
16.	Soochna Vahan / laptop etc donation for new SSKs / old SSKs campaign with banks and others	Appointment letters Reports and documents of DEF and SSK works in Jharkhand Including press coverage Meetings Discussions Inviting for SSK site visits	Team Vahid Syed	
17.	MIS with all photos and proofs from 2014 – September 2016		Saurabh Vahid Syed	
18.	At least 25 institutional beneficiaries in all 5 blocks by March 2017	Mapping Discussion with staff Discussion with citizens visiting the institutions Report preparation and action plan Submission of memorandum / petition by block level samity Follow ups	Team Vahid Syed	
19.	Setting up Adarsh SSK in MLA / MP Constituency (at least 2 by March 2017)		Team Vahid Syed	
20.	Formal launch of yojana bank in all 5 blocks with press and media and chief guest	Counters Soft copies of the schemes Hard copies of the schemes Relevant posters, banners etc Press invite / press release	Team Vahid Syed	
21.	Establishing connection and collaboration with at least 5 government institutions by March 2017	Explore with agencies like – Jharkhand Women development agency, Dept. of Labour Employment and Training	Team Vahid Syed	
22.	Separate website for DEF for Jharkhand State	To cover all activities in the State	Team Vahid Syed	
23.	A formal office space for DEF with address and identity proof		Team Vahid Syed	
24.	Make all Lavarthi cards error free from 2014 – 2016		Team Vahid Syed	
25.	Focus on at least 10		Team	

	major schemes like Awas Yojana by March 2017		Vahid Syed	
26.	Digital Jharkhand Conference / Consultation 2016		Team Vahid Syed	
27.	2016 SSK report of Jharkhand corrected and new printed		Team Vahid Syed	
28.	An updated report of SSK project in Jharkhand till September 2016 so that we write a letter to Chief Secretary		Team Vahid Syed	
29.	Formal integration of SSK in all Jharkhand CIRC/DCIRC/Oracle Centre / Partner centre of Pradan (extending to other districts and blocks)	Vaishali Ramgarh Giridih Others	Team Vahid Syed	
30.	Make Itki centre a model centre	• Talk to owner • Get the centre in the name of his mother / father and get it donated • Make the boundary better and formal • Make separate space for a small library, training centre, separately • Put up separate signboard on SSK, library, Training centre (DEF Academy)	Team Vahid Syed	
31.	Map all CSRs in Ranchi and Jharkhand	Mapping with locations, office and contacts Hold one workshop with them	Team Vahid Syed	
32.	Send me a status note of Ranchi District Public library		Team Vahid Syed	
33.	Every quarter block level Jan Soonwai camps with block and district officials	Inviting people / citizens with grievance / problems of services, schemes and benefits Invite officials for on spot solving Encourage and supporting citizens to submit petitions	Team Shishir Nagendra Balaji Vahid Syed	

		(how to write and submit teaching) Jan soonwai organised by block level samity supported by SSK and DEF		
34.	Send me field visit few good images			
35.	Adding up another 10 solid yojana beneficiaries in all major areas			
36.	A status note of your work, team strength, projects that you are handling in Jharkhand, support required in terms of a lady colleague blow you to support in coordination, correspondence with officials, partnership, CSRs etc.			