

DATA INPUT SHEET (Self Help Group)

SECTION 1 - LIVELIHOOD AND PROFILE OF SHG MEMBERS

1 Name of the Self Help Group

2 Year of SHG Formation

3 Type of SHG

Entre Male, Female, Joint Liability Group

4 Name of promoting institution/programme

4.a Add other details of the Promoting Institution

4.b Please select if associated with government rural development agency?

Mention NRLM, NABARD, NGOs, other Govt schemes

4.c If not listed, enter the name and details

4.d If NRLM Supported - Please mention Code assigned by SRLM

Other Affiliation Details of the Self Help Group

Period of Active Engagement

5 Details of President/Treasurer

Full Name	Gender	Designation	Date of Birth	Aadhar Card No.	Social Category <i>Mention SC/ST/OBC</i>	Phone Number

Summary						
No of SC						
No of STs						

6 Details of Other Members

S. No.	Gender <i>Mention Male/ Female/Transgen der</i>	Full Name	Date of Birth	Aadhar Card No.	Social Category <i>Mention SC/ST/OBC</i>	Phone Number	Number of Members in Household
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

9 Bank Details of the SHG

Bank Name

Bank Account Number

IFSC Code

Current Bank Balance (Savings + Deposits)

Year of Opening Account

SECTION 2 - MICRO-CREDIT HISTORY OF THE SHG

10 Whether the SHG is graded?

Mention Yes/No

If Yes, the Grade of the SHG (A, B or C)

Year of Grading

Name of the Bank and Branch

11 Who maintains the Record / Books of SHG

Name

Designation

Paying Institution for his/her salary

12 Regularity of Savings

In the last six months how many members have been providing their saving contribution into the SHG on an average ?

13 Savings

What is the average total savings/corpus of the group?

14 Credit Activity - Rotation of the common fund

How much have they internally lent, out of that corpus on an average every month for past six months?

In the last six months how many members have taken loan from the SHG Savings?

15 Repayment of internal Loans

Out of the above mentioned number, how many of the total members have been regularly repaying their installments

16 Existing/Current Bank Loan Details

Sr. No.	BANK / FI Name	Loan Type <i>Mention Loan to meet Lumpy Needs, Livelihood Needs, Credit Needs, Subsidy based Loans</i>	Loan Amount	Max Delayed Payment of Dues	No. EMI Served	Loan Status <i>Mention BT to be done, Current, Matured, To be closed, ≤ 3 emi's pdg, Foreclosed and Moratorium</i>	Loan Outstanding
1						Moratorium	
2							
Total							

17 Loan History of SHG

Sr. No.	BANK / FI Name	Loan Type <i>Mention Loan to meet Lumpy Needs, Livelihood Needs, Credit Needs, Subsidy based Loans</i>	Loan Amount	Annual Interest Paid (In INR)	Loan Period in Years	Start Date of Loan	Total Interest	Loan End Date
1								
2								
Total								

SECTION 3 - INSTITUTIONAL STRENGTH OF THE SHG

18 Whether the SHG is part of a Federation
Mention Yes/No

If yes, Please specify the Federation Name

19 Regularity of Group Meetings
Mention: Weekly, Fortnightly, Monthly

Number of Meetings in last 6 months

How many meetings in last six months were held on the day it was scheduled

20 Attendance in the Meeting

Average attendance in the last six month

21 Group Norms
Mention: Yes - Documented, Yes - Not Documented but members aware, No Norms

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22 Group Record Keeping

What all books/registers does the SHG maintain ?
Mention: Minutes Meeting Record Book, Savings Ledger, Loan Ledger, Cash Book, No Record Books

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23 Transparency

Are the members aware of the total group savings, loan taken from bank and outstanding (if any), how many members have taken loan from the SHG?

Mention No, if not applicable

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24 Banking Repayment Track of Loans taken by SHGs from banks

Peak Delay:

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Average Delay:

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25 Trainings attended by the SHG

Training Organised by

Mention name of training organization : SRLM, DDUGKY, NABARD, NGO or others

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Type of Training

Mention General Entrepreneurship/ Food Processing/ Micro Credit/ Others

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If Others, enter details

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SECTION 4 - DETAILS ABOUT THE EXISTING OPERATIONS OF THE SHG

26 Nature of Business (If related to Food Processing Industry)

Mention Yes/No

If No, enter the details of the business activity SHG is engaged in

27 Classification of existing business related to Food Producing sector in terms of the kind of value addition being done

Mention Farm produce/ Food Produce/Others

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28 Are you actively engaged in processing of ODOP produce identified by State?

Mention Yes/No

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29 If Yes, Select the type of product being manufactured/traded

Agriculture Produce, Food Product, Others, MFP (Minor Forest Produce)

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If Agriculture Produce.

31 Total Number of Experience (In Years) of the relevant business in producing/manufacturing/trading the product/s

32 Value added Product/s manufactured/traded
(In case of multiple products, enter details in rows)

Product Name	Product Description

33 List of activities performed while preparing the product

34 Production & installation capacity

In Quantity

In Amount

35 Business turnover (Sales and Revenue) - Last 3 Years
(In INR)

	Year -1	Year - 2	Year - 3
Food Products			
Farm Produce			
Others			
Total			

36 Total Quantity Produced (Sales) - Last 3 Years
(In Values)

Year -1	Year - 2	Year - 3

Food Products

Farm Produce

Other Business

Total

37 Total Quantity Sold - Last 3 year
(In Values)

Year -1	Year - 2	Year - 3

Food Products

Farm Produce

Other Business

Total

38 Net Profit - Last 3 year
(In INR)

Year -1	Year - 2	Year - 3

Total

39 Current Investment in Plant and Machinery
(In INR)

Year -1	Year - 2	Year - 3

Manufacturing

Other Business

Total

40 Number of Manpower Usage Details

Tenure of Worker <i>(Left to Right)</i>	Seasonal	Temporary	Permanent
Type of Worker <i>(Top to Bottom)</i>			

Un-Skilled Worker			
Skilled Worker			
Total			

SECTION 5 - DETAILS ABOUT THE PROPOSED - NEW / UPGRADATION PLAN

41 **Classification of proposed business related to Food Producing sector in terms of the kind of value addition being done**
Mention: Food products (Manufacturing), farm Produce (Trading), Others

42 **Are you planning to engage in processing of ODOP produce identified by State?**
Mention Yes/No

43 **If Yes, select the type of product to be manufactured/traded**
Mention: Agriculture Produce, Food Product, Others, MFP (Minor Forest Produce)

If Agriculture Produce,

Product Manufactured/Traded same as ODOP identified by State for the district?
Mention Yes/No

If Not,

Select the Product from the dropdown of other ODOP products

If not listed above enter the name of the product

If Food Product,

Product being Manufactured/Traded same as ODOP identified by State for the district ?
Mention Yes/No

If Not,

Select the Product from the dropdown of other ODOP products

If not listed above please write in the text box below

If Social Category is ST, then applicant can opt in for Minor Forest Produce

If MFP, please select the product being manufactured/Traded

If not listed above please write in the text box below

If Others,

In case of Others, enter the name of the product to be manufactured/traded

44 Address of the proposed manufacturing/trading enterprise (if different from existing)

Taluk/Block:			
Village			
District:		Panchayat	
State:		Pin:	

45 Ownership of Proposed Property
Mention Owned/ Rented/ Leased

Rent/Lease Period

Rent/Leased Amount (Yearly)

46 Is the proposed project an upgradation of existing business related to Food Processing or a new project?
(Mention Upgradation of existing business/New Project)

47 Proposed Production & Installation Capacity

In Quantity

In Amount

48 Proposed Manpower Required Details

Tenure of Worker <i>(Left to Right)</i>	Seasonal	Temporary	Permanent

Type of Worker (Top to Bottom)	Seasonal	Temporary	Permanent
Un-Skilled Worker			
Skilled Worker			
Total			

49 Value added Product/s to be manufactured
(In case of multiple products, enter details in rows)

Proposed Product Name	Product Description

50 Quotation Details for the proposed Machineries/Equipments
(Upload the photocopy)

S.No.	Machinery Name	Rate (Amount)	Quantity	Quotation Number	Vendor Name	Date of Issue	Vendor Contact Number	Expected Month of Acquisition	Expected Month of Installation

51 Proposed Business turnover
(Sales and Revenue, In INR)

52 Proposed Total Quantity to be sold
(In number)

53 Proposed Total Sales in a year
(In Values)

54 **Proposed Net Profit in a year**
(In INR)

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55 **Contribution of the Self Help Group**
Group Contribution
(10% of Project Cost - In INR)

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Margin Money for Working Capital
(20% - In INR)

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