

Instructions for filling up the MPR formats

MPR consists Seven formats (IB-1, IB-2, FI-1, FI-2, CB, IB-RB & HR). All the five formats are to be compulsorily filled and sent to SPMU through E-mail on 2th and 17th day of each month. Report must be sent for all the blocks of reporting district irrespective of block category (RB/IB/NIB). Report must also be sent for those blocks in which work is not started yet. Excel formats must not be deleted/edited/modified in any case. Each and every cell is to be compulsorily filled and no text data will be accepted in any cell (if information is not available please fill '0').

Item No.	Description
Institution Building-A (Format-I)	
101	Write all the block names of your district
102	Give block-wise number of Gram Panchayats in which project has been entered
103	Give block-wise number of villages in which project has been entered (as per village entry guidelines)
104	Give block-wise number of villages in which project has been entered but formation or co-option of SHGs not started yet.
105	Total of column no. 106 & 107. It should also be equal to total of column no. 108,109,110,111&112
106	No. of New SHGs promoted/formed by project staff/CRPs
107	No. of existing SHGs promoted/formed by other agencies and co-opted by project staff/CRPs
108	No. of SHGs less than three months old (form the date of their formation but not from the date of co-option)
109	No. of SHGs completing three months but not more than six months old (form the date of their formation but not from the date of co-option)
110	No. of SHGs more than six months but not more than nine months old (form the date of their formation but not from the date of co-option)
111	No. of SHGs completing nine months but not more than eighteen months old (form the date of their formation but not from the date of co-option)
112	No. of SHGs more than eighteen months old (form the date of their formation but not from the date of co-option)
113	No. of SHGs having saving bank account
114	Total of column no. 115 & 116 but not necessarily equal to column no. 105
115	No. of New SHGs promoted/formed by project staff/CRPs and following punchesutras
116	No. of existing SHGs promoted/formed by other agencies & co-opted by project staff/CRPs and following punchesutras
117	No. of SHGs in which standard book keeping is being done
118	No. of SHGs which having trained book keeper
119	Total no. of SHGs having membership in CDOs
Institution Building-B (Format-II)	
201	Write all the block names of your district
202	Total of column no. 203, 204, 205, 206 & 207 but not including column no. 208 & 209.

203	Total no. of SHG members under Schedule caste category.
204	Total no. of SHG members under Schedule Tribe category.
205	Total no. of SHG members under Other Backward Class.
206	Total no. of SHG members under minority category irrespective of any caste/category. If a SHG member already included in SC/ST/OBC/Others, then she will not be included in minority category.
207	Total no. of SHG members under other than SC/ST/OBC/Minority categories.
208	Total no. of disabled (PWD) SHG members irrespective of any category.
209	Total no. of SHG members under BPL category (AS per BPL List).
210	Total of column no. 211 & 212.
211	No. of New CDOs promoted/formed by project staff/CRPs
212	No. of existing CDOs promoted/formed by other agencies and co-opted by project staff/CRPs
213	Total no. of CDOs facilitating by trained book keeper/community mobilizer
214	Total no. of CDOs having membership in Area Level Federations
215	Total of column no. 216 & 217.
216	No. of New Area Level Federations (ALFs) promoted/formed by project staff/CRPs
217	No. of existing ALFs promoted/formed by other agencies and co-opted by project staff/CRPs
Financial Inclusion-A (Format-III)	
301	Write all the block names of your district
302	Total of column no. 303 & 304.
303	Total cumulative amount (in Rs. lacs) of regular savings of all the SHGs as on reporting date.
304	Total cumulative amount (in Rs. lacs) of special savings (if any) of all the SHGs as on reporting date.
305	Cumulative no. of SHGs which has taken bank loan (one or more than one times). Here, those SHGs will also be included which has fully repaid their bank loan and not having any outstanding at the time of reporting.
306	Total no. of SHGs which has taken bank loans and repayment is not completed yet.
307	Total bank loan amount (In Rs. Lacs) disbursed by Banks to SHGs as on reporting date (don't include those loans which already has been fully repaid)
308	Total bank loan amount (In Rs. Lacs) outstanding on SHGs as on reporting date
309	Total bank loan amount (In Rs. Lacs) outstanding on SHGs from more than three months old and not repaid since last three months.
310	Total cumulative no. of loan applications submitted by SHGs to banks.
311	Total cumulative no. of loan applications submitted by SHGs to banks and rejected by banks.
312	Total no. of SHGs which has taken loans from their CDOs/any federation and repayment is not completed yet.
313	Total federation loan amount (In Rs. Lacs) outstanding on SHGs as on reporting date
314	Total federation loan amount (In Rs. Lacs) outstanding on SHGs from more than three months old and not repaid since last three months.

315	Total other income (In Rs. Lacs) of SHGs (interest, grant, penalty from members etc.)
316	Total no. of SHGs in which internal lending is going on at the time of reporting.
317	Total no. of SHG members who has taken loan from SHG and repayment is not completed yet.
318	Total Internal loan amount (In Rs. Lacs) outstanding on SHG members as on reporting date
319	Total Internal loan amount (In Rs. Lacs) outstanding on SHG members from more than three months old and not repaid since last three months
320	Total amount (In Rs. Lacs) deposited in SHGs saving bank (as on reporting date)
321	Total amount (In Rs. Lacs) deposited in SHGs federation saving account (as on reporting date)
322	Total amount (In Rs. Lacs) put in SHGs cash box(as on reporting date)
323	Total other expenditure (In Rs. Lacs) of SHGs (book keeper payment, stationary etc.)
324	Total income of SHGs (Total of column no. 303, 308, 313 & 315)
325	Total expenditure of SHGs (Total of column no. 318, 320, 321, 322 & 323)
*	<i>Amount of Column no. 324 must be equal to amount of column no. 325</i>
Financial Inclusion-B (Format-IV)	
401	Write all the block names of your district
402	Total no. of SHGs prepared their priority plans for getting tranche-I
403	Total no. of SHGs received tranche-I/Revolving fund (Rs. 15000/SHG)
404	Total no. of SHGs received tranche-I/Revolving fund only through their CDOs bank account
405	Total no. of SHGs prepared their MCLPs for getting tranche-II
406	Total no. of SHGs received tranche-II/CIF (Up to Rs. 110000/SHG)
407	Total no. of SHGs received tranche-II/CIF only through their CDOs bank account
408	Total amount (In Rs. Lacs) received by SHGs as tranche-II/CIF
409	Total amount (In Rs. Lacs) received by SHGs as tranche-II/CIF only through their CDOs bank account
410	Total amount (In Lacs) received by CDOs in their bank account for releasing tranche-I & II
411	Total no. of SHGs which tranche-II amount have received by CDOs in their bank account
412	Total amount (In Lacs) received by CDOs in their bank account for releasing tranche-II only
413	Total no. of CDOs received CDO fund/VRF
414	Total amount (In Rs. Lacs) received by CDOs as CDO fund/VRF (Rs.150000/CDO)
415	Total no. of ALFs received ALF fund
416	Total amount (In Rs. Lacs) received by ALFs as ALF fund (Rs.50000/ALF)
Capacity Building (Format-V)	
501	Write all the block names of your district
502	Total no. of SHGs having age 15 days or more than 15 days
503	Total no. of SHGs completed their management training (Stage-I)

504	Total no. of SHGs having age 1 month or more than 1 month
505	Total no. of SHGs completed their book of accounts training(Stage-II)
506	Total no. of SHGs having age 4 month or more than 4 month
507	Total no. of SHGs completed their Leadership training(Stage-III)
508	Total no. of SHGs having age 6 month or more than 6 month
509	Total no. of SHGs completed their MCLP and Bank Linkage training(Stage-IV)
510	Total no. of CDOs completed their management training
511	Total no. of CDOs completed their fund management training
512	Total no. of SHG Book Keepers identified
513	Total no. of SHG Book Keepers positioned in SHGs after initial training
514	Total no. of internal CRPs identified
515	Total no. of internal CRPs trained
516	Total no. of resource persons indentified and provided ToT
517	Total no. of workshops conducted
518	Total no. of participants those participated in workshops.
Resource/Intensive Block (Format-VI)	
601	Write resource/intensive block names of your district
602	Mention the status of the block which is mentioned in column 601. (if it is resource block, write “Resource” or it is intensive block, write “Intensive”)
603	No. of external/internal CRP teams deployed in the resource/intensive blocks
604	No. of PFT members deployed in the resource/intensive blocks
605	Total no. of villages of resource/intensive blocks in which CRPs have entered
606	Total no. of Gram Panchayats of resource/intensive blocks in which CRPs have entered
607	Total no. of CRP round completed in resource/intensive blocks
608	Total no. of days completed by CRPs during their rounds
609	Total of column no. 610 & 611.
610	No. of New SHGs promoted/formed by CRPs in resource/intensive blocks
611	No. of existing SHGs promoted/formed by other agencies and co-opted by CRPs in resource/intensive blocks
612	Total of column no. 613 & 614.
613	No. of New SHGs promoted/formed by only project staff in resource/intensive blocks
614	No. of existing SHGs promoted/formed by other agencies and co-opted by only project staff in resource/intensive blocks
615	Total no. of potential CRPs/Active women identified in resource/intensive blocks
616	Total no. of Book Keepers identified and positioned in SHGs after initial training in resource/intensive blocks

617	Total no. of senior CRP round completed in resource/intensive blocks
618	Total of column no. 619 & 620.
619	No. of New CDOs promoted/formed by Senior CRPs in resource/intensive blocks
620	No. of existing CDOs promoted/formed by other agencies and co-opted by Senior CRPs in resource/intensive blocks
621	Total of column no. 622 & 623.
622	No. of New ALFs promoted/formed by Senior CRPs in resource/intensive blocks
623	No. of existing ALFs promoted/formed by other agencies and co-opted by Senior CRPs in resource/intensive blocks
Human Resource (Format-VII)	
701	Write all block names of your district
702	Give Status of appointment of DPM (write 1 if positioned otherwise write 0)
703	Give Status of Orientation of DPM (write 1 if oriented otherwise write 0)
704	Give Status of Within State Immersion of DPM (write 1 if immersed otherwise write 0)
705	Give Status of Out-of-state immersion of DPM (write 1 if immersed otherwise write 0)
706	No. of District Level Managers has been positioned in DPMU
707	No. of District Level Managers has been oriented (out of column no. 706)
708	No. of District Level Managers has been within state immersed (out of column no. 706)
709	No. of District Level Managers has been out-of-state immersed (out of column no. 706)
710	No. of supporting staff has been positioned in DPMU (excluding peons/security guard/multipurpose workers/computer operators)
711	No. of PFT Members has been positioned in blocks
712	No. of PFT Members has been oriented (out of column no. 711)
713	No. of PFT Members has been within state immersed (out of column no. 711)
714	No. of PFT Members has been out-of-state immersed (out of column no. 711)
715	No. of Computer Operators has been positioned in blocks for MIS entries
716	No. of Computer Operators has been trained for MIS entries (out of column no. 715)