

HIMACHAL  
PRADESH  
STATE  
RURAL  
LIVELIHOOD  
MISSION



## Himachal Pradesh State Rural Livelihood Mission (HPSRLM)

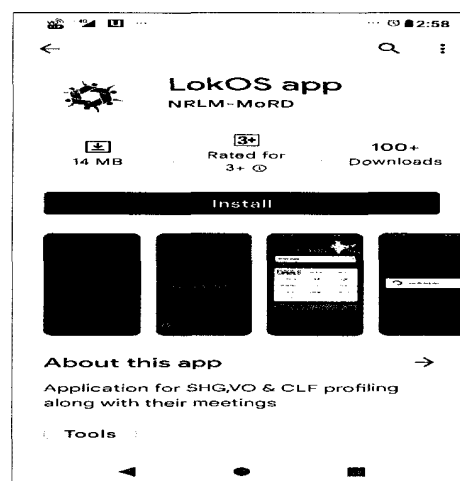
### Guideline on rolling-out of LokOS application

Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (DAY-NRLM) under the partnership of the Bill and Melinda Gates Foundation (BMGF) and their partner Center for Digital Financial Inclusion (CDFI) is working on the development of “LokOS application” which consist ‘Profile’ and ‘Transactions of the Self Help Group (SHG), Village Organization (VO) and Cluster Level Federation (CLF)’. The Ministry of Rural Development is in the process of roll-out of this application. Steps for the roll-out of LokOS application.

#### LokOS application download option

The LokOS application is available on google play store i.e., LokOS app (NRLM- MoRD).  
Space required to download-14 MB

Steps to follow- Click on “Google Play Store” and type ‘Lokos app(NRLM-MORD)’ and click on the install option.



#### 1. Creation of User ID & Password-

Following User ID and Password for the user at state, district, block and sub-block level can be created by the State Admin User. National team will create the State Admin User ID.

Live Portal :- <http://lokos.nrlm.gov.in>

SN	Admin User	Login ID & Password	Provision
1.	<b>State</b>	State nodal person (Admin User)& Thematic	The national team will create a login ID & Password for the State Admin User (state nodal person) and will send details on mail.  State Admin User can create User ID & Password for Thematic Person for the state/district/block.

<b>2.</b>	<b>District</b>	District Nodal Person (Admin User) & Thematic Person.	State Admin User to create login ID & Password for District Admin User.  District Admin User can create login ID & Password for District Thematic Person.
<b>3.</b>	<b>Block</b>	Block Program Manager/BMM, Admin User & MIS coordinator/DEO	District /State Admin User to create login ID & Password for Block Admin User.  Block Admin User can create login ID & password for block thematic person/MIS coordinator/DEO.
<b>4.</b>	<b>CLF</b>	CLF e-bookkeeper*	Block Admin User
<b>5.</b>	<b>VO</b>	VO e-bookkeeper*	Block Admin User
<b>6.</b>	<b>SHG</b>	VO e-bookkeeper*	Block Admin User

### "Mapping of SHG, VO, CLF with their e-bookkeeper-

Before creation of User ID & password for the e-bookkeepers (of SHG/VO/CLF) in the User Management Portal, Block Admin user will collect the details of SHG, VO, CLF to be mapped with the e-bookkeeper in the excel sheet i.e. Bookkeeper name, Gram Panchayat, Village, SHGs (to be assigned), VO (to be assigned) and CLF (to be assigned). The format of which can be downloaded from NRLM MIS/LokOS.

### **1.E-Bookkeeper and Master Trainer identification and deployment (data entry point)-**

The existing Village Organization (VO) bookkeeper will be positioned as an e-bookkeeper to capture the profile and transaction details of SHGs and VOs in that geography. CLF bookkeeper as a CLF e-bookkeeper to capture the CLF profile and transaction data. **Identification Criteria of Bookkeeper is mentioned below:-**

1. The block can give preference to existing bookkeepers who are maintaining the physical copy of books of record as this may be easier for them to upload the profile data and to prepare a cut-off sheet (SHG-VO-CLF) for transaction application roll-out.
2. She also should have a good knowledge of Mobile Application. Experience of working on NRLM previous application i.e *Transaction Based MIS, Lakhpati Didi, VPRP etc* will be an advantage.
3. Minimum educational qualification should be 8<sup>th</sup> Class. *(In case of previous working experience in NRLM application minimum educational qualification criteria can be ignored).*
4. As much as possible for the identification of e-Bookkeeper do not prefer existing cadres.

### **Identification Criteria of Master Bookkeeper is mentioned below:-**

1. She should be earlier trained on LokOS and actively working on LokOS live mobile application.
2. Minimum educational qualification should be 12th Class
3. She should not be working as other cadre *(i.e CRP/PRP/Krishi-Pashu Sakhi)* in the current.
4. Final selection will be done by the HPSRLM through Interview *(through VC)* and assessments.
5. Master trainer will be trained by the HPSRLM and HPSRLM prior consent will be required before going to the rounds.
6. District and Block MIS officials can also be used as Master Trainer by the HPSRLM as and when required. Master trainer remuneration will also be paid for the rounds.

**The detail of remuneration and responsibility of e-Bookkeeper and Master Trainer is as below-**

<b>Point Person</b>	<b>Responsibility</b>	<b>Honorarium</b>
VO Bookkeeper (community facilitator/ samooch sakhi / community mobiliser/CRP, etc. Preferably engaged in bookkeeping writing)	As VO e-bookkeeper	<p>The state will ensure that the VOs link the payment to an e-bookkeeper with a data entry report available on MIS.</p> <p>E-Bookkeeper needs to have a smart phone/tablet/ along with a net package to capture the details on LokOS. HPSRLM may provide the additional amount of ₹5000 as Start-Up Fund to VO for the purchase of the same on the requirement/need basis and prior approval of HPSRLM.</p> <p><b>Responsibility</b> - Upto 20 SHGs and 1 VO Profile and Transactions</p> <p><b>Honorarium</b> : VO E-Bookkeeper will be paid an amount of ₹150/-per SHG/-per month for the updating the profile and monthly transaction data on LokOS and additional Rs. 150/Month as internet charges.</p>
CLF Bookkeeper (accountant/coordinator/ PRP/etc. Preferably engaged in bookkeeping writing)	<ul style="list-style-type: none"> <li>● CLF profile entry and regular update.</li> <li>● Capturing the transaction of CLF during the meeting (regularly) and other related tasks.</li> </ul>	<p>CLF e-bookkeeper needs to have a desktop/laptop and internet connection by using CLF start-up fund.</p> <p><b>Responsibility</b>-1 CLF and Monitoring of VO e-Bookkeeper LokOS</p> <p><b>Honorarium</b> : CLF e-Bookkeeper will be paid an amount of ₹1000/- per month for the capturing the profile and monthly transaction data on LokOS.</p>
Master Trainer	<ul style="list-style-type: none"> <li>● LokOS training (Profile &amp; Transactions) to the CLF Bookkeeper / VO Bookkeeper / CBO members</li> <li>● Master trainer has to go across the State for the Training.</li> </ul>	<p><b>Responsibility</b> – Working as a Master Trainer and HPSRLM can depute the Master trainer for LokOS training across the State.</p> <p><b>Honorarium</b> : Master Trainer will be paid same as the Community Resource Person Remuneration i.e Rs. 500/Day.</p> <p>TA/DA will paid extra as per the actual after submission of bill.</p>

**Device details of a bookkeeper:** Minimum specifications for mobile/tablet/laptop namely-

Mobile phone/Tablet/laptop devices have to be purchased/managed by the bookkeeper based on the below specifications. She/he must have a device within a week of being nominated for this responsibility. Ownership of this device lies with the bookkeeper including, regular internet recharge to ensure good net connectivity to capture the profile and transaction data.

## **Device specification detail is as below:-**

- Operating system - Android version 11 or above.)
- RAM - minimum 4GB and above (Mobile phone/tablet/laptop)
- Hard disk/ Physical memory (Free space)- minimum 4GB and above.
- Mobile screen size/resolution - 5” and above.
- Tablet Screen Size/resolution - 7” minimum.

## **E-Bookkeeper role definition in LokOS**

SHG book keeper and VO book keeper may be same person or different persons. However, blocks are advised to designate same person (e-bookkeeper) for both the roles in order to optimize the resources. Each role (SHG book keeper and VO book keeper) will be assigned with its own User ID and Password.

In case same person performs the role of SHG e-book keeper and VO e-book keeper, she/he will be provided with user credential for both the roles separately; same device belonging to him/her can be used for data entry of both the roles. The user is identified and access is approved through SMS OTP based security system. Moreover, the user cannot access the mobile app in two different devices at the same time.

In case the same person is assigned both the roles, after completion of one role and before switching to another role.

- The user has to upload all data of the current institution to the server.
- Delete all the unsaved data in the application.
- Log out as one user and again login as another user.

Same can be done in case of CLF e-bookkeeper.

## **Bookkeeper roles and responsibility and LokOS data entry:-**

- Regularly updating SHG-VO-CLF profile entry and mapping of SHG into VO and VO into CLF.
- Preparation of the cut-off sheet (SHG/VO/CLF) to roll out the transaction data.
- Data correction from actual books of records to data uploaded on LokOS. In case of any mismatch, should bring it to the notice of SHG-VO-CLF and block unit.
- D. Reaching 10 minutes before the scheduled meeting time of SHG-VO-CLF and leave after the closing of the meeting including matching the final transactions capture vs reported in manual books of record.
- Submission of monthly action plan and work done report in VO/CLF executive committee.
- Do not touch the cash and should not influence the discussions of the SHG-VO-CLF.

### **LokOS - Profile entry application: Maker-checker concept.**

The profile entry data uploaded by the e-bookkeeper of the SHG/VO/CLF will be verified and approved by the Block Program Manager (BPM/BMM/BDO), only approved data will be synchronized to the central server.

### **LokOS application MIS Report-**

Data uploaded on the LokOS application can be seen in the report section of the dashboard available on DAY-NRLM MIS.

### **Provision to book the expenditure (honorarium of e-bookkeepers and others):**

- The SRLMs may incur the expenditure related to the payment of additional honorarium of VO, CLF e-Bookkeepers and Master Trainer as suggested in this guideline from the Institution Building and Capacity Building budget for at least 2-year period (means from the date of rolling out of LokOS application in that Block/CLF/VO). Thereafter, Blocks need to ensure that community institutions shall meet this expenditure from their income.

Expenditure to be booked under Institution and Capacity Building cost (B2 component) of the DAY-NRLM. Remuneration of VO/CLF e-Bookkeeper will be released from HPSRLM after the signed BDO verification working report. (Working report in the Attached Monthly Reporting Annexure-III. HPSRLM will verify the Monthly Report on the basis of MIS entries for the release of remuneration.







***“LokOS” Monthly Progress Report***

1. Name of District: 2. Name of Block: 3. Reporting Month & Year:								
Sr. No.	Name of the e-BK	Account no. of e-BK	Name of VO	VO Code	No. Of SHGs in VO	SHGs profiles updated (existing + new)	No. Of SHG Transactions updated/captured for the month	Remuneration amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Grand Total Amount (in Rs.)</b>								