

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)]		
SI 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)]				
SI 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