* 1. **CRITERIA OF PG**
* Membership criteria: Women SHG members who are primary producers are eligible.
* Nature of Organisation: Unregistered, informal entities who take up a common activity for backward and forward linkage
* Area of Operation: Will be contained to GPs or Wards of the same block/ULB, which are adjacent to each other.
* Management structure: PG shall have its own governance structure and manage the general operations of the PG (aggregation, sorting, grading, transport to market etc.).
	1. **MEMBERSHIP IN PG**
* Group size shall be minimum 20 members and maximum 150 members in case of farm PG and minimum 20 and maximum 50 members in case of non-farm PG.
* Member must belong to a Women SHG under the Mission Shakti department.
* Member should be of minimum 18 years of age.
* Differently abled, destitute women producer can be given priority.
* Members must be willing to become a part of the Producer group.
	1. **Role of Office holders**

**Role of President**

* + - * Convene meetings and facilitate agenda setting
			* Chair the meetings and facilitate discussions engaging all members
			* Help the group arrive at decisions on group activities
			* Coordinate with Secretary and Treasurer to achieve group objectives
			* Support conflict resolution efforts
			* Operate PG bank account jointly with the Secretary of PG.

**Role of Secretary**

The Secretary shall be in charge of all correspondence and records of the PG and keep the minutes of all the meetings. The Secretary shall exercise general supervision over the staff and affairs of the PG

* + - * Assist the President in conducting meetings of the Producer group
			* Ensure attendance and participation of members
			* Accountable for recording minutes of discussions and ensuring proper book keeping.
			* Ensure that the group norms and decisions are implemented
			* Facilitate linkage with public and private agencies
			* Share reports with external agencies at periodic intervals as agreed
			* Represent the PG in different forums, along with or in the absence of the President.
			* Authenticate reports and agreements for and on behalf of the PG
			* Submit reports and statements in time to the concerned.
			* Operate PG bank account jointly with the President of PG
			* Ensure maintenance of asset register and all other records.

**Role of Treasurer**

* + - * Safeguarding and accounting for all funds received by the PG
			* Arrange up–to-date record keeping
			* Present financial picture of the PG from time to time
			* Maintain cash book
			* Finalize accounts at the end of each fiscal year and facilitate timely audit
			* Member must be engaged in different operations of the activity around which PG is formed.
			* The member should be from the GPs or Wards of the same block/ULB, which are adjacent to each other.
			* Initially, only one PG, either in farm or non-farm sector shall be formed. In case, there is requirement of more than one PG in a village, prior approval shall be obtained from BDO.

**Producer Group Formation Day Meeting**

**Meeting Number------------------**

**Date:** \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ / 20\_\_\_\_\_\_\_\_\_\_

**Location:** Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Locality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda:**

1. Welcome and introduction
2. Deciding the name of the Producer Group
3. Determining the sitting frequency (weekly/monthly)
4. Deciding the place of the meetings
5. Nomination and confirmation of group members
6. Collection of member signatures

**Minutes of the Meeting:**

**1. Welcome and Introduction:** The meeting was called to order at [Time] by [Chairperson's Name]. All present members were welcomed and introduced.

**2. Name of the Producer Group:** The following names were proposed for the Producer Group:

After a vote, the name decided for the Producer Group is: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Sitting Frequency:** The group discussed the frequency of the meetings. It was unanimously decided that the Producer Group will meet:

* Weekly
* Monthly

**4. Place of the Meetings:** The group discussed and decided on the place for the regular meetings. It was agreed that the meetings will be held at: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Nomination and Confirmation of Group Members:** The following members were nominated and confirmed for various roles in the group:

**6. Collection of Member Signatures:**

All present members signed the document to confirm their participation and roles.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Signature** | **No.** | **Name** | **Signature** |
| 1 | .................. | .................. | 11 | .................. | .................. |
| 2 | .................. | .................. | 12 | .................. | .................. |
| 3 | .................. | .................. | 13 | .................. | .................. |
| 4 | .................. | .................. | 14 | .................. | .................. |
| 5 | .................. | .................. | 15 | .................. | .................. |
| 6 | .................. | .................. | 16 | .................. | .................. |
| 7 | .................. | .................. | 17 | .................. | .................. |
| 8 | .................. | .................. | 18 | .................. | .................. |
| 9 | .................. | .................. | 19 | .................. | .................. |
| 10 | .................. | .................. | 20 | .................. | .................. |

**Signatures:**

**Chairperson:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Account Opening Resolution**

**Meeting Number------------------**

1. Today, on the date ................... / ................... / 20 ....................., a meeting was held with the following members of the producer group in the village ...................., locality ........................... In this meeting, it was unanimously decided by all the members to open a savings account in the nationalized bank ...................................... branch .......................... This savings account will be operated with the joint signatures of any two out of the president, secretary, and treasurer elected by us.

**Details of representatives selected unanimously for the operation of the savings account:**

| **No.** | **Name** | **Husband/Father's Name** | **Designation** | **Signature** |
| --- | --- | --- | --- | --- |
| 1 | ........................................ | ........................................ | President | ...................... |
| 2 | ........................................ | ........................................ | Secretary | ...................... |
| 3 | ........................................ | ........................................ | Treasurer | ...................... |

1. The producer group shall have the right to change the bank savings account operation representative based on consensus at any time.
2. Upon the change of the bank savings account operation representative, the bank will be notified of the change along with a new resolution proposal regarding the operation of the savings account, which will be sent immediately.

**Names and signatures of the members present:**

| **No.** | **Name** | **Signature** | **No.** | **Name** | **Signature** |
| --- | --- | --- | --- | --- | --- |
| 1 | .................. | .................. | 11 | .................. | .................. |
| 2 | .................. | .................. | 12 | .................. | .................. |
| 3 | .................. | .................. | 13 | .................. | .................. |
| 4 | .................. | .................. | 14 | .................. | .................. |
| 5 | .................. | .................. | 15 | .................. | .................. |
| 6 | .................. | .................. | 16 | .................. | .................. |
| 7 | .................. | .................. | 17 | .................. | .................. |
| 8 | .................. | .................. | 18 | .................. | .................. |
| 9 | .................. | .................. | 19 | .................. | .................. |
| 10 | .................. | .................. | 20 | .................. | .................. |