

GOVERNMENT OF MIZORAM
PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT
(RESEARCH & DEVELOPMENT BRANCH)
AIZAWL : MIZORAM

NOTIFICATION

Dated Aizawl, the 24th July, 2025

No.A.48011/4/2024-PLG(RDB): In the interest of public service and pursuant to the decision of meeting of Mizoram State Policy Coordination Committee held on 2.07.2025, the competent authority is pleased to constitute the 'District Monitoring Committee for Bana Kaih Scheme' for all the Districts of Mizoram with immediate effect.

The composition of the District Monitoring Committee for Bana Kaih Scheme in each District shall be as follows:-

- Chairman : Deputy Commissioner
- Member Secretary : Sub Divisional Officer (C)
- Members :
- 1) District Agriculture Officer, Agriculture & Farmers Welfare Department.
 - 2) District Veterinary Officer, Animal Husbandry & Veterinary Department
 - 3) District Commerce & Industries Officer, Commerce & Industries Department
 - 4) District Fisheries Development Officer, Fisheries Department
 - 5) District Horticulture Officer, Horticulture Department
 - 6) District Information & Public Relations Officer, Information & Publicity Department
 - 7) Executive Engineer, Irrigation & Water Resources Department
 - 8) Labour Employment, Skill Development & Entrepreneurship Officer, LESDE Department
 - 9) District Officer, Land Resources Soil & Water Conservation Department.
 - 10) District Sericulture Officer, Sericulture Department
 - 11) District Sports & Youth Officer, Sports & Youth Services Department where present
 - 12) District Urban Development Officer, Urban Development & Poverty Alleviation Department
 - 13) Representative from Tourism Department
 - 14) Representative from Dte. of Science & Technology

Where Member Departments do not have District Offices, an officer from the concerned Directorate is to represent the Department in the DMC, and attend the meetings virtually, if not in person.

Terms of Reference:-

- a) The District Monitoring Committee will oversee sensitization and awareness activities within the district to promote understanding and uptake of the Bana Kaih Scheme, with particular focus on the Handholding Support for Progress Partners.
- b) DMC will monitor and coordinate the Search Team exercises to ensure effective identification of eligible Progress Partners, and facilitate the selection of Progress Partners from their districts.
- c) The members of DMC will automatically be deemed to be Officer-in-Charge for monitoring the progress of Bana Kaih Scheme funded livelihood activities of Progress Partners selected under their respective Departments. Member Departments that do not have District Offices will designate an Officer-in-Charge for monitoring Progress Partners at each District separately.
- d) The Officer-in-Charge will perform the following functions –
 - (i) Collect photographs (by WhatsApp or any other medium) of the project site from the Progress Partners within 5 days of them receiving Support Fund (be it loan or grant) before fund utilization, and periodically thereafter as the project gets implemented.
 - (ii) Conduct the first site inspection within a month of release of Support Fund. Where relevant, subsequent site visits may be undertaken along with Apex Body members.
 - (iii) Verify whether the required Bana Kaih placard has been properly displayed at the site of the livelihood activity in a manner that ensures clear visibility while also providing adequate protection from environmental exposure.
 - (iv) Meticulously examine the implementation of the livelihood project to assess whether the activity has been initiated meaningfully and in accordance with the intended objectives.
 - (v) Verify whether proper record books for expenditure and inventory are maintained.
 - (vi) Offer guidance to the Progress Partners for better implementation of their livelihood project, and escalate support suggestions to the DMC where inter-departmental convergence are required.
 - (vii) Grade the performance of the Progress Partner based on sector-specific checklist prepared by the concerned Department/Officer-in-Charge, taking note of the good and bad performers.
 - (viii) Submit quarterly monitoring reports to the Apex Body and to their parent Departments.
- e) DMC will convene at least twice a year, and as often as necessary, to review the monitoring reports prepared by the Officers-in-Charge and to identify measures for further advancement of the Progress Partners.

- f) DMC will undertake any other coordination activities with regards to the effective implementation of the Bana Kaih Scheme as and when required.

Sd/- LALMALSAWMA PACHUAU
Secretary to the Govt. of Mizoram
Planning & Programme Implementation Dept.
& Member Secretary, MSPCC

Memo. No.A.48011/4/2024-PLG(RDB) : Dated Aizawl, the 24th July, 2025

Copy to:-

1. PS to Chief Minister, Mizoram
2. PS to Vice Chairman, Mizoram State Policy Coordination Committee.
3. Sr. PPS to Chief Secretary, Govt. of Mizoram.
4. Administrative Heads of all Bana Kaih Scheme Implementing Department
5. Heads of Department of all Bana Kaih Scheme Implementing Department
6. All Deputy Commissioners.
7. Website Manager, Planning & Programme Implementation Dept. (RDB) for uploading in the Department's website.
8. Guard file.



(Dr. LALRINCHHANA)
Principal Adviser-cum-Addl. Secretary
Planning & Programme Implementation Dept.
(Research & Development Branch)