

Government of India
Ministry of Rural Development
Department of Rural Development

Prime Minister's Rural Development Fellows Scheme

Revised Guidelines

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Prime Minister's Rural Development Fellows Scheme

Background and Context

1.1 A major part of Central and Eastern India, particularly the hilly and undulating terrains of Central Indian Plateau lags far behind in development. Spread over the states of Odisha, Andhra Pradesh, Madhya Pradesh, Uttar Pradesh, Chhattisgarh, Jharkhand, Maharashtra, Bihar and West Bengal, these areas show certain common characteristics such as high poverty ratio exceeding 50% of the population, large areas under forest cover, high proportion of tribal and/or dalit population etc. A deep sense of isolation exists amongst sections of the marginalized population in these areas, which is a reason for the extremist activities that pervade many pockets of these areas.

1.2 There is a growing realization that the development deficit and rights of the people in this region cannot be addressed without a special drive for transformation of local administration into an empathetic development administration. 'Business as usual' cannot go on and new ways of increasing efficiency and effectiveness of public services must be found out. This requires rigorous efforts to understand the community and its socio-cultural and political structure, local economy and its linkages, and relationship of the political and executive machinery with the community. Above all, it requires weaving relationships among all the important actors in a way that the disaffection and discontent are addressed effectively. Creating a deep sense of empathy in the administration for the poorer and marginalised sections of the population is a sine qua non for democratic governance. Moreover, the district administration needs strong support in improving the planning process, refurbishing the implementation machinery and monitoring of results, and influencing government decisions for quick redressal when necessary.

1.3 However, one of the key problems encountered in such a reform process from below is the lack of capacity of district administration who would be leading the change process. To catalyze this reform process and trigger actions which would lead to the outcomes, one strategy to be adopted is to place high quality additional human resources to leverage support to the reform process, infuse optimism and instill confidence among key stakeholders and provide appropriate inputs in decision making of the district leadership. These high quality human resources would be inducted in the form of young professionals - women and men - who would be termed as Prime Minister's Rural Development Fellows (to be called as **Fellows** henceforth in the guidelines). As the Fellows facilitate improved understanding between the district administration and the poor by their work at the grassroots and assistance to the district administration, the fellowship will also provide opportunity to them to build their capacity by getting hands-on experience in the development process in difficult areas. It is expected that with the skills and experience gained, a significant number of the Fellows will continue to remain engaged in rural development and poverty alleviation beyond their Fellowship period through various other employment and social enterprise opportunities thereby augmenting the pool of quality human resources over a long run.

Objectives

2.1 Prime Minister's Rural Development Fellowship is a short term work opportunity for young women and men who already possess some level of academic or professional expertise that will serve the district administration in improving programme delivery and interface with the marginalized section of the population aiming to reduce the developmental and governance deficit. Fellows shall be given opportunities for gaining professional experience and structured learning in rural development and poverty reduction with emphasis on developing analytical and problem solving capabilities.

2.2 The immediate objective of Fellows is to assist the District Administration in backward districts and act as Development Facilitators particularly in implementation of the flagship schemes in rural areas. By this process, as well as through structured learning exercises and events the Fellows who are expected to be bright and motivated but short of hands-on experience, will also get an opportunity to build their capacity in programme implementation, gain field experience and explore self-motivation as well as life goals. This will help in nurturing them as highly capable Development Facilitators which is a much needed resource in ensuring an equitable growth in India. Thus the PMRDF scheme has the twin objective of providing short term catalytic support to the District Administration in backward districts to improve the programme delivery as well as to develop a cadre of Development Facilitators, who will be available as a ready resource for rural development activities over a long term.

Role of Prime Minister's Rural Development Fellows

3.1 The Fellows will work under the close supervision of the District Collector. To begin with, the Fellows would need to spend time and effort in understanding the historical, geo-physical, agro-ecological, social and economic contexts of the district.

3.2 The Fellows will have mainly the following functions:

- a) Work with institutions of the poor to build their capacity and help them access their rights and entitlements.
- b) Facilitate capacity building in Self-Help Groups (SHGs), and in institutions of local democracy, like panchayats.
- c) Conduct socio-economic analysis of the local areas at Block level and contribute in ascertaining the felt needs of the people.
- d) Help the district administration in local area planning.
- e) Assist in better implementation of poverty alleviation programmes, particularly MGNREGA, NRLM, National Rural Drinking Water Programme, NBA, IWMP, NSAP, IAP, ICDS, NRHM SSA/RMSA etc.
- f) Undertake action-research to discover more appropriate ways of programme delivery by the district administration
- g) Design and implement innovative projects.
- h) Provide feedback on rural development initiatives.

*(An indicative list of activities under various functions is given in **Annexure-1**)*

3.3 Simultaneously, The Fellows will also participate in a post graduate degree programme through distance learning and contact sessions leading to a post graduate degree in Development Practice. For this, the Government will partner with a distinguished academic institution, which will be decided from time to time. The partner academic institution will offer the course.

3.4 Fellows are expected to bring in fresh thinking and inputs at the ground level for local planning, execution, community interaction and outcome management. They are expected to enrich the district administration with out-of-the-box thinking. Fellows may undertake innovative projects, sourcing funds from different funding agencies, to translate some of their innovative ideas into action that have direct implication on the lives of the poor.

3.5 In their role as a learner, it is important that the Fellows maintain a daily diary (preferably online) describing their actions and reflections. They will be required participate in regional and national conventions/ meetings (also called as retreats) or any conventions organized under the scheme, which will provide opportunity to them to exchange notes with peers, develop shared understanding of situations, explore self, develop capacities to handle personal crisis, as well as planning for their future. They will also participate in other learning events and study courses, as and when organized by the Government.

3.6 Fellows are not employees of the Government and they will only receive stipend during the entire duration of their Fellowship as compensation. On satisfactory completion of their engagement in the district as well as the course requirements for the degree, they will be awarded a Fellowship Certificate and an appropriate post graduate degree in Development Practice.

Tenure of Fellowship

4.1 The duration of Fellowship under the PMRDF shall be for a total period of two years and shall include an orientation period not exceeding three months.

4.2 The Fellows shall be required to accept the terms and conditions governing the Fellowship contract through an agreement with NRLPS (as given in **Annexure-2**), and subscribe to such agreement with regard to their Fellowship.

Eligibility to be considered as a PMRD Fellow

5. The eligibility criteria for selection as a Fellow shall be the following:

A. Essential criteria:-

- i) Should be a citizen of India.
- ii) Age between 22-27 years at the time of application. For candidates belonging to SC/ST category, the maximum age limit will be 32 years.
- iii) At least a graduate from a recognized University with a four-year degree course, including those like Agriculture, Animal Husbandry, Engineering, Law, Medicine etc., or a post-graduate from a recognized University (in

case of a graduate holding degree of a course duration of less than four years). It is clarified that a one year post graduate course will also be considered valid for eligibility if it is regular, full time and if the degree/equivalent diploma is recognized by the AICTE/MCI/UGC.

- iv) At least 50% marks in the aggregate or equivalent grade at the graduate or Post-graduate level, whichever is qualifying.
 - v) Physical fitness, certified by Government Medical Hospital, for the arduous nature of the work (as given in **Annexure-3**).
- B. Desirable criteria:-
- i) Knowledge of local language and customs.
 - ii) Work experience in related fields.
 - iii) Excellence in extra-curricular activities like art, culture, sports etc. at High School/College level.
 - iv) Leadership role in high school/ college/ work place.
- C. Reservation: 15% seats are reserved for Scheduled Castes and 15% for Scheduled Tribes.
- D. Any candidate, who has been provisionally selected in the final result sheet for PMRD Fellowship, will not be allowed to avail the fellowship if he/she did not complete the full term of Fellowship in their earlier stint as a PMRD Fellow.

Number of Fellows and mode of selection

6.1 Each Integrated Action Plan (IAP) district with 5 blocks or less shall be eligible for at least two Fellows at a time. IAP districts with more than 5 blocks shall be eligible for three Fellows at a time. The total intake of Fellows shall be fixed from time to time depending on vacancies and number of blocks in the districts in Batches. The intake shall be planned to facilitate annual batches.

6.2 The Ministry of Rural Development has decided to extend the PMRDF Scheme to Arunachal Pradesh, Assam, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.

6.3 Recruitment, selection and initial orientation, mentoring and monitoring during the Fellowship period may be entrusted to a Programme Mentor, i.e. an organization of national standing having expertise and experience of similar programmes (at present Tata Institute of Social Sciences, Mumbai has been given this responsibility of Programme Mentor).

6.4 Applications for selection of Fellows shall be sought through public advertisements. Interested applicants shall be required to submit their application as per format notified by the Central Government.

6.5 Shortlisted candidates will be tested using appropriate methods to ascertain their motivation, leadership, professional skills, pro-poor orientation etc.

Induction

7.1 The selected Fellows shall undergo an orientation programme of three months duration (including travel time), which will be structured in the following manner:

- a) Four weeks of induction modules
- b) Two weeks of specialized modules on backward Districts (including IAP districts) and one week on administrative/management framework and practices
- c) Four weeks attachment with administration in the backward districts
- d) One week of experience sharing.

7.2 Appropriate reading materials will be provided to the selected candidates in the form of a compendium prior to commencement of the orientation as well as during the duration of the course.

7.3 The orientation modules will include the following:

- a) The socio-economic and political context; Constitution and the framework of governance; decentralisation with special reference to the Panchayats (Extension to Scheduled Areas) Act, 1996 (PESA); rights-based approaches; social and political movements of India – national and local.
- b) Understanding poverty and marginalisation, poverty alleviation programmes.
- c) Inclusion and social justice
- d) Gender issues
- e) Poverty alleviation programmes of the Government
- f) Outcome budgeting
- g) Planning, monitoring and evaluation
- h) District planning and convergence
- i) Natural resource and environmental management
- j) Quantitative and qualitative analytical skills
- k) Individual and group behavior, group facilitation
- l) Leadership, decision-making, conflict resolution, communication, soft skills.
- m) Exposure to governance at various levels – Panchayati Raj Institutions (PRIs), DRDA, District Collector's Office; Police, Forest and other key government departments.

7.4 During the one month-long attachment in a district, the work assigned to a Fellow will include conduct of a village study. The Fellow shall write a village study report, which will be shared during the experience sharing exercise at the end of the orientation programme. A facilitative note on village study will be circulated during the orientation programme.

7.5 The core competencies to be developed through the orientation programme are as follows:

- a) Analytical, communication, inter-personal, negotiation, conflict resolution and leadership skills of the participants to work in challenging socio-political and economic contexts;
- b) Ability to effectively engage with all key stake-holders by virtue of being informed and sensitized to specificity of the socio-political and economic context of different backward districts;
- c) Knowledge and information base on development, programmes and ground realities;
- d) Rights-based approach to development which would equip them to advocate and work towards securing and honouring rights of disadvantaged communities and groups in complex socio-political locales;
- e) Ability to undertake grassroots planning and intervention strategies;
- f) Ability to undertake critical analysis of programmes, policies, budgetary demands, allocation and manner of fund utilisation, etc. so as to strengthen intervention plans and implementation strategies;
- g) Ability to liaise, build network and alliances across the government, peoples' groups and networks, local business and industry to position them strategically to work with all groups.

7.6 On completion of the orientation programme, it is expected that the Fellows would be reasonably equipped and confident to handle their roles and functions on placement in the backward districts.

Allocation of State/District to the Fellows and their Placement

8.1 New PMRD Fellows will be allocated States on a “merit cum choice” basis by the Ministry of Rural Development, Government of India. This means that a Fellow who has obtained higher marks in the PMRDF recruitment examination will be eligible to exercise her/his choice of State before such choice can be exercised by a Fellow who has obtained lower marks. Proportionate number of seats will be reserved for Fellows belonging to SC/ST category in each State. MoRD will forward the names of Fellows to the States along with Scores obtained by them.

8.2 Fellows allocated to a State will be placed in the identified backward districts by the concerned State Government. “Merit cum choice” procedure will be followed by the State in a similar manner while allocating districts to the Fellows. In case of women Fellows, if they so desire, efforts will be made so that a pair of women only can be made if vacancy permits. In case two women Fellows of the same batch are desirous of pairing-up and vacancy exists, the average score of the two woman fellows will decide their exercise of choice.

8.3 It is desirable that the Fellows are located in a place close to where the poorer population lives, allowing them easy access to such areas on a daily basis. District Headquarter may not be the best place to fulfill such desirability. Also, a district may be

too large an area for the Fellow. The ideal desirable base of a Fellow will be a block level town in an identified poor area of the district. The District Collector will help the Fellows in getting accommodation having reasonable facilities, safety and comfort. However, the rent for the accommodation will be borne by the Fellow.

Inception

9.1 Before the Fellows are deployed in the districts, the Principal Secretary for Rural Development of the State should meet the Batch of Fellows and an orientation session shall be organized for them by the State. The Fellows should report to the District Collectors at the assigned district immediately after this orientation training. It is expected that the District Collector will spend sufficient time with the Fellows, in getting to know them, building rapport, explaining the nature and content of responsibilities to be performed by them and addressing their concerns.

9.2 During the first month of their stay, Fellows will also choose a local mentor who is person other than their supervisor. A local mentor is supposed to listen, support, counsel, provide friendship, reinforcement and constructive example and by that, help the Fellows reach their work and life goals. The local mentor can be a teacher/professor, public servant (serving or retired), a voluntary worker or any other person who the Fellows considers worthy on the above counts through their interactions, and a person who is willing to be a mentor. The local mentor should ordinarily be residing in the district. However in exceptional cases, a mentor from outside the district may also be chosen by the Fellow.

9.3 A mentor may not assign any work to the Fellow, and would not have any role in the evaluation of the Fellows. However, the supervisor for the Fellows in the State Government will interact with the mentor on an occasional basis. The local mentor would be expected to contribute his services *pro bono publico*, but the District Collector may facilitate interaction by providing transportation and other support logistics as appropriate.

Stipend for Fellowship, Other Facilities and Administrative Procedures

10.1 The Fellows shall be entitled to a consolidated stipend package of Rs.50,000 (Rupees Fifty thousand only) per month during the orientation period and Rs.75,000 per month (Rupees Seventy Five Thousand only) during the first year and a 10% increment during the second year, subject to the Fellow's satisfactory performance as determined by NRLPS in consultation with Programme Mentor (i.e. TISS etc.). This package shall be deemed to cover the Fellow's honorarium, boarding and lodging expenses during the orientation period, accommodation/house rent during the rest of the Fellowship period, health insurance, life and disability insurance cover and any other contingency expenses. It will be mandatory for the Fellows to purchase suitable health insurance and life and disability insurance coverage for the entire duration of the Fellowship including the orientation period.

10.2 During the orientation programme, the Fellows shall be paid their stipend by NRLPS through the Programme Mentor, and the Fellows will pay for the boarding & lodging and any other expenses during the entire orientation period including the district attachment in the course of the orientation programme.

10.3 Post-placement, NRLPS shall pay the monthly stipend to the Fellows by providing budgetary support to the SRLM society as part of the Annual Action Plan (AAP). The SRLM society shall make direct deposits into the bank account of each Fellow immediately upon confirming the attendance of the Fellow from the District Collector at the end of the month, as per the format of monthly reporting prescribed by the NRLPS.

10.4 The Fellow shall not take up any type of employment with any other person, firm or any other agency during the tenure of the Fellowship.

10.5 **Office facilities:** The District Collector will make available space in a suitable office of the district to the Fellow and make available a computer/laptop along with internet connectivity free of charge.

10.6 **Travel:** District administration will provide the Fellows with suitable modes of transport while travelling within the district for regular work. The SRLM Society of the concerned State will bear the cost of travel outside district as part of AAP. The SRLM Society will reimburse the travel cost only when travel is undertaken by the Fellow as per guidelines or on the instructions of the NRLPS. Travel reimbursement will be based on actual and restricted to AC-II tier train fare by shortest route or equivalent, plus local transport cost. Women Fellows having children below five years will be allowed the travel cost of care-giver if the care-giver is accompanying the Fellow with her child.

10.7 **Leave:** The Fellows are entitled to casual leave for a maximum of 8 days, restricted holidays for 2 days and earned leave for 15 days in a calendar year. The Fellows may take unpaid (i.e. days for which stipend shall not be paid) leave for a maximum of 45 days, if adequately justified. A woman fellow shall be entitled to an additional sixteen weeks of unpaid leave on maternity grounds. The tenure of Fellowship may be increased for those Fellows by the duration for which they remain on unpaid leave. All leaves shall be sanctioned by the District Collector. Unauthorized absence shall be reported at once by the District Collector to the Principal Secretary for Rural Development in the State as well as to the NRLPS.

10.8 **Transfer:** Under normal circumstances, the Fellows are supposed to complete their Fellowship in the district of her/his first posting. In extra-ordinary circumstances, a Fellow may be transferred from one district to another. Decision to transfer a Fellow from one district to another within the State can be taken by the Principal Secretary for Rural Development in the State, in consultation with the concerned District Collector.

Reporting by the Fellow

11. The Fellow shall maintain a daily diary. Based on the daily diary, a weekly report shall be sent to the District Collector. At the end of each month, a monthly attendance statement will be created by the Fellow in the format given in **Annexure-4**, and sent to the District Collector along-with copies of the Weekly Report for the period. Efforts will be made to create an online system for the diary as well as the attendance. After checking with records and countersigning, the District Collector will forward the statement and the weekly reports for the month to the Principal Secretary of Rural Development in the State.

Feedback and Performance Appraisal

12. The District Collector will interact in detail with the Fellows every week, and give written feedbacks to them every three months with a copy to the Principal Secretary for Rural Development in the State and the Programme Mentor. Performance of the Fellows will be assessed by the concerned District Collector on an annual basis through a pre-designed appraisal form (**Annexure-5**) and shared with Principal Secretary for Rural Development in the State, Programme Mentor and NRLPS. In case the District Collector is new in the district and has not interacted with the Fellows for at least three months, the previous District Collector should fill up the appraisal form after a request is made to her/him by the current District Collector.

Grievance Redressal

13. It is expected that the Fellows will share their issues and concerns with the District Collector on a frequent basis and the latter will address the genuine concerns within her/his means under the rules and regulations governing the PMRDF Scheme. In case of any grievance that cannot be handled by the District Collector or where it involves the District Collector, the concerned Fellow will bring her/his grievance to the notice of the Mission Director, SRLM or to the NRLPS, who will obtain the recommendations of the Principal Secretary for Rural Development in the State to proceed further in the matter. The confidentiality in the matter shall be maintained in the interest of the Fellow.

Termination and notice period

14.1 The Fellowship under the PMRDF scheme shall be terminated on the following grounds:

- a. If the Fellow does not report for orientation programme within the prescribed date.
- b. If the Fellow, after completion of orientation programme, does not report to the District Collector with whom he/she has been deployed within the prescribed date.
- c. If it comes to be known at any stage that a candidate has secured the PMRD Fellowship by misrepresenting or suppressing any material fact or information having a bearing on such selection.
- d. If the Fellow is found responsible for any act of indiscipline or misconduct or of moral turpitude, or found to be involved in unruly behavior, or found to

have been undertaking or participating in undesirable activities, or found on unauthorized absence.

- e. If the Fellow has given two months' notice for pre-mature termination of his or her deployment under the Fellowship or has refunded two months' stipend in lieu of notice. If the Fellow has been enrolled in any educational course as part of her/his Fellowship for which expenses have been borne by the Authorities, her/his participation in the educational course shall also stand terminated and the Fellow shall be required to refund a commensurate amount to the NRLPS before NRLPS issues a release letter to her/him. Orientation programme will be considered as part of the educational course. Commensurate financial value to be paid by the Fellow will be determined by the following formula: Amount paid/to be paid by NRLPS to all educational institutes who are engaged in running the educational programmes for the Fellows divided by number of Fellows in the batch divided by 24 months multiplied by the number of months the fellow has spent in the programme. These conditions however may be waived by NRLPS under exceptional circumstances and in such cases the reasons are to be recorded in writing.

14.2 In all cases of termination of Fellowship excepting in a case of pre-mature termination at the request of Fellow [clause 14.1 (e)], the grounds of termination shall be communicated to the Fellow in writing and the decision shall be taken after affording the Fellow an opportunity of being heard. If the Fellow has been enrolled in any educational course as part of her/his Fellowship for which expenses have been borne by the Authorities, her/his participation in the educational course shall also stand terminated and the Fellow shall be required to refund a commensurate amount to the NRLPS.

Roles and Functions of Key Stake-holders:

15. Roles and functions of key stakeholders viz. the District Collector, State Governments, Programme Mentor, Ministry of Rural Development in Government of India, and NRLPS are as under:

The District Collector

15.1 The District Collector is the supervisor of the Fellows and allocates works to them. The District Collector is also the most immediate person to reap the benefit of the PMRDF Scheme. The quality of interaction between the Fellow and the District Collectors local ecosystem is of utmost importance and the District Collector is best positioned to provide the conditions necessary for this to happen. As such the District Collector shall:-

- i. Look after the well being of the Fellow and ensure that the Fellow is provided support to access all necessary resources including accommodation, transport, security, information, government functionaries, etc.
- ii. Facilitate the Fellow (by designating an officer of the Collectorate for the purpose) in her/his travel, local meetings and discussions, information gathering, etc.

- iii. Hold frequent discussions, at least weekly and pick up or reformulate worthwhile ideas postulated by the Fellow in order to get valuable input from her/him.
- iv. Ensure that the Fellow participates in relevant developmental meetings in the Collectorate or at the Sub Division level.
- v. Give a tri-monthly written feedback to the Fellows and counsel the Fellows in case of any inadequacies or shortcomings. A copy of the feedback shall be sent to the Principal Secretary for Rural Development in the State.
- vi. Make an annual detailed assessment of the Fellows work based on the weekly/ the tri-monthly feedback reports, and communicate to the NRLPS and to the Principal Secretary for Rural Development in the State, one month prior to the completion of the Fellowship period. The assessment shall be available to Central Government and State Government organizations seeking to engage the Fellow at the end of the Fellowship, for consultancy or employment.

State Government

15.2 Since the Fellow is intended to add value to the State Governments' initiatives in respect of rural development in backward Districts, it is important that the Principal Secretary for Rural Development in the State takes an overall responsibility of the PMRDF Scheme in the State. The State Rural Development Department will set up its PMRDF Support Cell at the State level within the SRLM and appoint a Nodal Officer. The State Government will keep the NRLPS suitably informed about the appointment of Nodal Officer and any changes thereafter. The Nodal Officer shall look after the day-to-day monitoring and coordination of the scheme, placement and transfer of Fellows within the State, address issues raised by the District Collector and the Fellows, and liaise with Principal Secretary for Rural Development in the State and the NRLPS. The Nodal Officer will continuously engage with the District Collectors for improving the performance of the PMRDF Scheme in the State.

Programme Mentor

15.3 The Programme Mentor is the knowledge partner in the PMRDF scheme. After the Programme Mentor has been selected, it shall sign a Memorandum of Understanding with NRLPS, indicating the budgetary requirement, for the following activities:

- i. Organising and providing the sources for recruitment, selection and initial orientation, mentoring and monitoring of Fellows.
- ii. Designing and offering an education programme on Development Practice to the Fellows.
- iii. Make available counseling "Call Helplines" to the Fellows.
- iv. Any other activities requested by NRLPS or MoRD for PMRDF scheme to improve performance.

Ministry of Rural Development (MoRD), Government of India

15.4 MoRD will create a Programme Support Cell to engage with NRLPS, State Governments, partner Academic Institution, Fellows and others concerned to oversee the working of the scheme and facilitation of various kinds. The specific role of this Cell is given below

- i. Formulation and revision of guidelines and roles of the PMRD Fellows in consultation with NRLPS.
- ii. Engaging with the State Governments for any matter relating with the Scheme
- iii. Liaise with resource agencies and others, for support towards furthering the objectives of the scheme.
- iv. Monitoring the performance of the scheme against its objectives, and the ability of Fellows to create development impact through their work
- v. Identifying windows of opportunity to further develop the programme/components;
- vi. Sharing key findings of the programme and supportive information with the MoRD
- vii. Facilitate dissemination of new knowledge and sharing experience among the backward districts
- viii. Identification and networking with research organizations, training institutes, NGOs and others for the cause of PMRDF scheme.
- ix. Support and facilitate studies and research activities conducted by professional agencies under the programme.

National Rural Livelihood Promotion Society (NRLPS)

15.5 The National Rural Livelihood Promotion Society (NRLPS) is responsible for the administration of the PMRDF Scheme in consultation with the Ministry of Rural Development. The specific responsibilities of NRLPS include:

- i. Engaging appropriate institution/agency for recruitment, orientation training and other expertise required from time to time in consultation with the SRLMs.
- ii. Payment of stipends to Fellows on a timely manner through suitable arrangements, and no later than the 15th of the following month barring exceptional circumstances
- iii. Engaging any other experts/consultants/advisors/ institutions/ agencies for the cause of PMRDF, making payments and administering them
- iv. Administering the performance of Fellows under the rules including attendance, performance appraisal, grievance redressal, transfer and separation, in consultation with the SRLMs.
- v. Facilitating the provision of the logistical and administrative support, including making payments from PMRDF budget, towards the organization of any national or state-level conventions/meetings (retreats), consultations, convocations etc.
- vi. Advice to SRLMs for reimbursement to Fellows within 1 month of submission of bill for any official travel undertaken at the behest of NRLPS or Ministry of Rural Development.
- vii. Make payments or reimbursements to Programme Mentor and any other agency/institution engaged in a timely manner for any services undertaken

- towards training of Fellows and providing all necessary academic inputs and oversight to their work
- viii. Provide any other administrative support as required by the Ministry of Rural Development.
 - ix. Work closely with SRLMs in order to increase the capacity to handle the operational work relating to the PMRDF scheme.

Post Fellowship Requirement

16. On successful completion of Fellowship, a PMRD Fellow is required to spend at least one year in public service as a paid full-time employee of the State Rural Livelihood Mission (SRLM) in the State she/he is assigned to. The SRLM may choose to hire the Fellow at an appropriate position or place her/him in an organisation partnered, promoted or supported by it. In case a Fellow fails to join or complete one year of public service after completion of Fellowship, she/he shall return to NRLPS the entire amount spent on academic programmes during her/his Fellowship and allocable to her/him, including orientation. In addition, she /he shall also pay to NRLPS an amount equivalent to stipend of the last three months of the Fellowship period as compensation.

Commencement of Guidelines

17. The Guidelines shall come into force from the date notified by the Ministry of Rural Development, and different dates may be notified for different clauses of the Guidelines.

Saving Clause for Existing PMRD Fellows of 2012 batch

18.1. There are at present 137 PMRD Fellows of the 2012 batch deployed in nine States in the country. These Fellows have been selected and deployed by CAPART in terms of earlier PMRD guidelines.

18.2 With the coming into force of the revised Guidelines, all the existing PMRD Fellows selected and deployed as on date in terms of earlier Guidelines shall be governed by the revised Guidelines for day-to-day working of the Fellows.

18.3 PMRD Fellows of the current batch (1st batch who joined in the year 2012) will be given an option, based on their satisfactory performance at the end of the first year, to choose from two-year or three-year tenure. After the option exercised by them is accepted, they will continue to be administered by CAPART as at present till the arrangement of shifting the PMRDF Scheme from CAPART is completed. Fellows opting for two-year tenure will not be eligible to participate in the M.Sc/M.Phil Degree programme to be offered by TISS.

18.4 The current batch (1st batch) of PMRD Fellows will continue in their respective districts in the third year should they choose for three-year tenure, unless any extraordinary circumstance requires any of them to be transferred elsewhere.

18.5 During the third year, the 1st batch of Fellows shall receive stipend with an increase of 10% (ten percent) over the stipend amount of second year, as envisaged in their original contract.

18.6 It is also to be noted that till arrangement of shifting the PMRDF Scheme from CAPART to NRLPS has been completed, the existing batch as well as any future batch of PMRD Fellows shall continue to be administered by CAPART as at present.

Indicative List of Activities to be Performed by the PMRD Fellows

The PMRD Fellows will perform mainly the following functions:

1. Work with the poor and help them access their rights and entitlements. This may include:
 - a. Helping in organising Gram Sabhas in selected Panchayats and facilitate discussions on development issues, mobilising self-help groups, producers groups, village level organisations etc.
 - b. Facilitating block level grievance redressal camps in at least one block per quarter
 - c. Working with NGOs and Community Based Organizations in their development action with the poor
 - d. Work with organizations involved in issues like awareness generation on entitlements under PESA, FRA, Employment Guarantee Act, RTE etc.
 - e. Promote the agenda of inclusive development especially for groups like tribals, women, dalits, through different community organizations

2. Conduct socio-economic analysis of the select areas of the district and contribute in ascertaining the felt needs of the people. This may include:
 - a. Visit different areas of the District (through programmes framed in consultation with the District Collector/Sub-Divisional Magistrate) to see for themselves the local socio-economic conditions and the impact (or deficit) of governmental interventions.
 - b. Diagnostic study covering gap analysis, capacity building needs, HR issues, resource envelops etc.
 - c. Assessment of Panchayati Raj Institutions vis-à-vis their functions and devolution of power
 - d. Undertake assessment of development deficit for use in local Planning.
 - e. Understand local dynamics and local problems and issues related to implementation of rural development initiatives, and report this (scheme/ programme wise) analysis/finding on a periodic basis to the District Collector. For this purpose the Fellow shall also attend relevant meetings chaired by the District Collector/Sub-Divisional Magistrate.

3. Help the district administration in project plan preparation
 - a. Preparation of plans in blocks particularly for livelihoods, MGNREGS, NBA etc.
 - b. Participate in district level committees like DMMU, DRDA, DWSM, Watershed Committee, etc.
 - c. Formulate special interventions for the consideration of the District Collector, and oversee implementations of accepted 'Plan of Interventions'

4. Assist in better implementation of poverty alleviation programmes, particularly MGNREGA, NRLM, National Rural Drinking Water Programme, IWMP, IAP etc.
 - a. Analyze delivery of flagship programs
 - b. Help community and administration in objective selection of beneficiaries under various programs
 - c. Promote community based monitoring tools like Social Audit
 - d. Annual evaluation of CSS like MGNREGS, NRLM, ICDS, NBA, NRDWP, IAY, SSA, NRHM, PDS, Mid-day meals etc. These should be preferably through action research and should focus on planning, identification of beneficiaries, delivery of services etc.
5. Undertake action-research to discover more appropriate ways of doing things for the district administration
6. Design and implement innovative projects. Fellows may undertake innovative projects sourcing funds from different sources to translate some of their innovative ideas into ground action that have direct implication on the lives of the poor.

Agreement

(On Indian Non-Judicial Stamp Paper of Rs. 100/-)

I _____, daughter/son of _____, resident of _____, and engaged as a Prime Minister's Rural Development Fellow (PMRDF) on a contract with the National Rural Livelihood Promotion Society, (thereafter referred as NRLPS), registered as a society under the aegis of the Ministry of Rural Development, Government of India, having its registered office at _____, do hereby bind myself, my heirs, executors and administrators and agree to the following in consideration of NRLPS having agreed to give this capacity building opportunity to me for an hands-on exposure in the districts under the District Collectors for a two years period, inclusive of an orientation programme for three months, but non-extendable, at considerable expenditure to NRLPS:

1. I do hereby agree with and fulfill the terms and conditions as stated herein below, in addition to the provisions of the guidelines of the PMRD Fellowship as contained in the Appendix to this Agreement. That I shall adhere to the Fellowship schedule and requirements throughout its duration including the orientation period and deployment in the district and I shall assist the District Collector of any of the backward districts where deployed.
2. That I shall not take up any type of employment with any other person, firm or any other agency during the tenure of my Fellowship contract, and that if I seek premature termination of the Fellowship before the completion of its tenure, I shall be liable to give two months' notice for pre-mature termination of my deployment under the Fellowship or will refund two months' stipend in lieu of notice. If I have been enrolled in any educational course as part of my Fellowship for which expenses have been borne by the Authorities, my participation in the educational course will also stand terminated and I shall be required to refund a commensurate amount (as in Clause 14.1.e) to NRLPS before NRLPS issues a release letter to me.
3. That I also undertake to report for training to the District Collector of the district where I am assigned for training by SRLM Society/concerned department of the State Government after completion of orientation programme. In case I fail to report for training after orientation programme within the stipulated period, my Fellowship may be terminated and I shall refund to NRLPS the commensurate amount as stipulated in the PMRDF guidelines.
4. That, if for any reason, I, _____ am, unable to pay the aforesaid sum, then my guarantor, Mr./ Ms _____, son/ daughter of _____, r/o _____, will undertake to pay this sum immediately. The guarantor agrees to pay this sum by appending his/her signature to this agreement.
5. That in the event of any breach of this agreement by me in whatsoever manner, NRLPS shall be entitled to recover the said sum as Government dues.

6. That on successful completion of Fellowship, I am required to spend at least one year in public service in the way NRLPS deems fit and in a State that I am assigned to. **In case I fail to join or complete one year of public service after completion of Fellowship, I shall return to NRLPS the entire amount spent on academic programmes during my Fellowship and allocable to me, including orientation. In addition, I shall also pay to NRLPS an amount equivalent to stipend of the last three months of the Fellowship period as compensation.**
7. That I will not be entitled to any claim for continuation or appointment to any job/post in the Government or its agencies on the basis of this engagement.
8. That the guidelines may be revised /amended from time to time and in such case I shall also abide by the amendments to the guideline.

The agreement is executed on:
Accepted all terms as mentioned above.

Name of the PMRD Fellow

Signature

Full address: _____

Phone/Mobile Number: _____

E-mail: _____

I, _____, son/daughter of _____,
R/o _____, guarantor for
Mr./Ms. _____, (the person mentioned above), bind myself
to the terms of this agreement executed by the said person, particularly with reference
to the obligation of refund of amount to NRLPS in terms of clause 2 and 3 and 4 of this
agreement.

Accepted all terms mentioned above.

Name of Guarantor

Signature

Full address: _____

Phone/Mobile Number: _____

E-mail: _____

***FORM OF MEDICAL CERTIFICATE**

I have this day, medically examined Sri/Smt./Kumari..... and found that he/she has no disease or infirmity which would render him/her unsuitable for the Prime Minister's Rural Development Fellowship.

Place:

Signature:

Date:

Name and Designation
of the Medical Officer

****The Medical Certificate should be one obtained from Government Doctor.***

Monthly Attendance Report of PMRD Fellow

Reporting Period: From _____ to _____

- 1) Name of the PMRD Fellow:

- 2) Name of the District where deployed:

- 3) Leave availed during the month of :

Casual Leave: _____

Earned Leave: _____

Restricted Holiday: _____

Other Leave: _____

Total Leave availed of during the reporting period: _____

Signature of PMRD Fellow: _____

Date: _____

Checked with Records and forwarded

Date: _____ Name: _____

Place: _____ Designation: District Collector
(Signature & Seal)

Annual Performance Appraisal Format

- 1. Name of the PMRD Fellow:
- 2. Name of the District where deployed:
- 3. Period of Report:
- 4. Assessment of work output*

Sr.	Particulars	Score
A	Accomplishment of work assigned	
B	Quality of output	
C	Analytical ability in planning/execution of the tasks	
D	Accomplishment of exceptional works/unforeseen tasks performed	
Overall Score on work output		

- 5. Assessment of personal attributes*

Sr.	Particulars	Score
A	Attitude to work	
B	Sense of responsibility	
C	Communication skills	
D	Liaison with target beneficiaries	
E	Leadership qualities	
F	Punctuality in work	
G	Inter-personal relations	
H	Ability to take risk	
Overall Score on work output		

- 6. Assessment of special attributes*

Sr.	Particulars	Score
A	Sensitivity towards SCs/STs/Women/the vulnerable	
B	Grasp of the unique aspects of the local situation	
C	Innovative problem-solving skills	
Overall Score on work output		

- 7. Overall rating of the Fellow/150.

Date: _____ Name: _____
Place: _____ Designation: District Collector

(Signature & Seal)

*(Scores are to be given numerically on a scale of 1 to 10, 10 being the highest score)
Guidelines on rating of Scores- Scores between 8-10 = "Outstanding"; 6-8 = "Very Good"; 4-6 = "Good"; 1-4 = "Unsatisfactory".

Terms & Conditions Governing PMRD Fellows

- 1) The nature of the PMRD Fellowship is purely of a traineeship contract, effective from the date of reporting for the PMRDF orientation program and for three years (inclusive of period of orientation programme) of deployment in any of the identified backward districts in the country, based upon the performance. The term will not be extended.
- 2) The PMRD Fellows shall be entitled to a consolidated stipend package of Rs.50,000/- (Rupees Fifty thousand only) per month during the three-month orientation period and Rs.75,000/- per month during the 1st year, and a 10% increment during the 2nd year, subject to the Fellow's satisfactory performance as determined by NRLPS. This package shall be deemed to cover the Fellow's honorarium, boarding & lodging expenses during the orientation period, accommodation/house rent during the rest of the Fellowship period, local transportation costs, health insurance, life & disability insurance cover and any other contingency expenses. It will be mandatory for the PMRD Fellows to purchase suitable health insurance and life & disability insurance coverage for the entire duration for the Fellowship including the orientation period.
- 3) The Fellowship can be pre-maturely terminated on two months' notice from the Fellow or refund of two months' stipend in lieu of notice. If the Fellow has been enrolled in any educational course as part of her/his Fellowship for which expenses have been borne by the Authorities, her/his participation in the educational course will also stand terminated and the Fellow will be required to refund a commensurate amount to the NRLPS before NRLPS issues a release letter to her/him. These conditions however may be waived by NRLPS under exceptional circumstances and in such cases the reasons are to be recorded in writing.
- 4) The completion of the Fellowship term will not vest the candidate with any right for regularization or employment in NRLPS /Ministry of Rural Development/ DRDA/ Zilla Parishad /District Administration /State Government/ Central Government.
- 5) Travel costs, to the extent permissible as per PMRDF guidelines for reimbursement, will be based on actual (may be restricted to 2nd AC train fare by shortest route, plus local transport costs).
- 6) The Fellows are entitled to casual leave for a maximum of 8 days, restricted holidays for 2 days and earned leave for 15 days in a calendar year. The Fellows may take unpaid (i.e. days for which stipend shall not be paid) leave for a maximum of 45 days, if adequately justified. A woman fellow shall be entitled to an additional sixteen weeks of unpaid leave on maternity grounds. The tenure of Fellowship may be increased for those Fellows by the duration for which they remain on unpaid leave. All leaves shall be sanctioned by the District Collector. Unauthorized absence shall be reported at once by the District Collector to the Principal Secretary for Rural Development in the State as well as to the NRLPS

- 7) The PMRD Fellows will be deployed under the District Collectors in the District Administration /DRDAs/ Zilla Parishads of the respective Districts.
- 8) The PMRDFs will remain under the overall supervision of the District Collector during the entire Fellowship period.
- 9) The performance of the PMRDFs will be assessed by the respective District Collectors on a Tri-monthly basis and annual basis. The assessment shall be forwarded to Principal Secretary for Rural Development in the State, NRLPS and the Programme Mentor.
- 10) The PMRD Fellows shall carry out the roles and functions assigned to them by their District Collectors within the overall scope of the PMRDF scheme.
- 12) The Fellowship offer to the candidate shall be liable to be terminated on grounds given in clause 14.1 of the Guidelines.

I have read these terms & conditions of the PMRD Fellowship scheme and do hereby append my signature in acceptance of the same.

Date: _____

Place: _____

Signature:.....

Name:.....

Address:.....

Phone No.:.....

E-mail:.....