

### **Roles and Responsibilities of District Convergence and Facilitation Centre (DCFC)/ Poorna Shakti Poorna (PSK):**

- To create information bank/ repository on government schemes, programmes and services (details of schemes like the eligibility criteria, documentation requirement, processing time, benefits, facilitating delivery, tracking status of applications etc).
- To provide information about schemes, programmes, services and legal rights to women approaching the information desk.
- To assist women to apply for government programmes and schemes.
- To follow-up and monitor the post-application process with line departments, periodic reporting of status of applications to DCs, Head of Departments, coordinate for rectifying anomalies/ mistakes in application forms, assist citizens in redressal mechanisms etc.
- To identify problems faced by citizens, especially women while applying for various government schemes, document the cases and report to relevant forums including DCs office/ PRIs.
- To identify issues affecting women that need to be raised in various district level forums, for exp- issues dealing with thrift and credit could be raised in the District Level Bankers Committee meetings.
- To prepare a comprehensive plan for the pilot project in the district; the plan will be drawn on the basis of the situational analysis in the field, primary data (base line survey), secondary data etc. The deliverables based on the objectives of the programme, time frame for implementation and local context need to be incorporated in the plan.
- To assist the Tehsil Convergence and Facilitation Centers (TCFC) and VCFCs in planning and implementation of the pilot project at the Tehsil/Block and Gram Panchayat (GP) level.
- To be responsible for developing and managing the database of citizens in the villages served by VCFCs. This will involve designing the base line survey formats, training functionaries of TCFCs and VCFCs, planning and operationlizing the survey, monitoring of survey, validation of data, creation of database in digital format, regular updation and correction of the database.
- To organize 'Jan Sunwais' with participation of representatives of different departments in the district.
- To implement the capacity building strategy of NMEW, this will involve identifying training needs assessment, facilitating external training agencies and conducting training for TCFC and VCGFC functionaries.