

# **SELF- HELP GROUP**

## **MINUTES REGISTER**

*Promoted & Monitored by*  
.....**Community & Rural Development Block**  
**& SIRD Meghalaya**

**Name of SHG** \_\_\_\_\_

**Minutes Book No** :.....

Date of Starting (*Tarik jong ka jingsdang ka kot Meeting*):.....

Date of Closing (*Tarik jong ka jingkut ka kot Meeting*):.....

No of Pages used (*Ki sla ka kot ba la pyndonkam*).....

No of pages cancelled (*Ki sla ka kot ba la kyntait*).....

Signature of Secretary

Signature of G/S

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**Self Help Group Meeting**

SHG Name (*Kyrteng SHG*)..... Village (*Shnong*).....  
Meeting No (*Ka Meeting kaba*)..... Meeting Date (*Tarik ka jingialang*).....  
Total Membership(*Ka jingdon ki dkhot ha ka SHGka long*).....ngut  
Members Present (**Ki dkhot ka kynhun kiba poi sha ka jingialang ki long**).....ngut.  
Members Absent(*Ki dkhot ka kynhun kiba pep sha kajingialang ki long*).....ngut .  
Time of Starting (*Por sdang ka jingialang ka long*)..... baje.  
Time of Closing(*Por wai ka jingialang ka long*).....baje.  
Meeting Chaired by(*U/Ka Shongknor ka jingialang ) Kong/Bah*).....

**AGENDA ITEMS ( KI MAT KA JINGIALANG )**

1.Review of Follow-up Action from the Previous Meeting  
( *Ka jingpynskhem ia ki rai jong ka jingialang ba la dep* ).

*Ha shwa ban plie ia ki Agenda ne ki mat jong ka jingialang kaba iadei bad mynta ka sngi i Secretary i la pule ia ki rai jong ka jingialang kaba iadei bad u bnai ba la dep.*  
a) *ha kaba ki member ki la ia sngew ba ka report (kaiphod) ka long kaba biang bad ha kaba kim don jingong ei ei shuh ha ka ban pynbiang ia ka. Kumta la pass ia ka kaiphod jong ka jingialang kaba la dep.*  
b) *Lane la ai jingmut biang ba ka kaiphod ka dei ban*

i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

*bad kine ki point ki dei ban rung ha ka kaiphod.*

2. Status of Cash-in hand at Previous Meeting.  
*Ha kane ka jingialang ngi pynshisha ba ka pisa ba la dep lum ha ka jingialang jong u bnai ba la dep ka long Rs.*

*Bad la ai ia ka pisa ha la kti I Kong/bah \_\_\_\_\_ iba la thep ia ka sha Bank ha ka \_\_\_\_\_ tarik \_\_\_\_\_ bad i Kong/Bah \_\_\_\_\_ I la pyni ia ka deposit slip ha ka jingialang mynta ka sngi bad la buh ia ka deposit slip ha ka file.*

3. Status of Advances taken if any, and yet to be settled.  
*Ha ka jingialang ba la dep ki dkhot/member ba pan kylliang/ram na ka kynhun bad ki*

*rai ki long halor kane ki long kumne harum:*

Sl.No	Kyrteng member	Dor jong ka Ram	Na ka bynta	Ka Rai

4. SAVING COLLECTED FROM MEMBERS. ( *KA JINGMIH NA KA JINGKYN SHEW  
KI MEMBER/DKHOT.* )

Member No.	Members Name	Amount Saved ( Ka Jingkynshew)		
		Regular	Extra	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

<b>14</b>				
<b>15</b>				

**Total ( ka jingynshew ba ioh lum mynta ka sngi) Rs. \_\_\_\_\_**

**5.LOANS REPAYED BY MEMBERS**

***Ka jingioh pdiang ia ka ram ba la wan siew da ki member mynta ka sngi ki long kumne harum.***

<b>Member No. <i>No.jong i Dkhot</i></b>	<b>Members Name <i>Kyrteng jong i Dkhot</i></b>	<b>Principal repaid <i>ka trai ba la siew</i></b>	<b>Service Fee repaid <i>Ka sut ba la siew</i></b>	<b>Total repaid <i>Ka Trai &amp; Sut ba la siew.</i></b>
1				
2				
3				
4.				
5				

**Total collected.( *Ka jinglum mynta ka sngi* )**

***Ka jingioh lum pisa kaba iadei bad ka ram(trai/sut) mynta ka sngi na ki dkhot ka long Rs. \_\_\_\_\_.***

6. Others collections eg. Membership fees, fines donations, programme contribution etc.  
with details of description, amount collect, from whom and way.

*Halor ka pisa kaba iadei bad ka jingkyrmaw bad ka jingwansiew jong ka ram jong ki dkhot, ngi la ioh pdiang ruh mynta ka sngi ia kine ki pisa harum.*

Amount collected Particulars ( <i>Ki Jinglum Pisa</i> )	Rs.	From Whom <i>La ioh Pdiang na i _____</i> ( <i>kyrteng</i> )	Reason/Purpose <i>Na ka bynta</i>	Other Details <i>Kiwei ki rai halor kane ka pisa.</i>
1. Membership Fees ( <i>Bai rung member</i> )				
2. Donation ( <i>jingioh pdiang Pisa</i> )				
3. Programme contribution ( <i>ka jingioh pdiang pisa bai programme jong ka kynhun ne ka jing-mih na ka kam jong ka kynhun.</i>				
4. Others ( <i>Kiwei kiwei</i> )				

Total =

*La ioh pdiang pura mynta ka sngi na kane ka long Rs.*\_\_\_\_\_

7. DECISION ON LOAN REQUEST.

*Ki Rai halor ka jingpan kylliang/ram na ki dkhoh/member ki long kumne:*

Loan request made by	Purpose of Loan	Amt. requested	Amt. approved	Reasons for rejection( if any)	Repayment Terms.
<i>Lapan kylliang/ Ram da i Kong/ Bah (kyrteng)</i>	<i>Na ka bynta</i>	<i>Ka dor ba la buh ( Rs. )</i>	<i>La rai ban ai (Rs)</i>	<i>Lada ym ai - ki daw ki long _____</i>	<i>Ka rukom siew (Trai bad Sut. )</i>
1					
2					
3					
4					
5					

7. LOANS DISBURSED : ( **Ka Ram/Pisa kylliang ba la ioh ai mynta ka sngi ka long kumne harum :**

<b>70 (Members name) La ai ia ka ram ha i Kong/Bah (kyrteng)</b>	<b>Whether Cash/Cheque (if Cheque give No. _____ La ai da ka Pisa/tyngka ne da ka Cheque No. _____)</b>	<b>Amount ( Dor )</b>

8. Other Disbursements : if any Eg. Loans repaid to other Institutions, miscellaneous expenses, special donation made by SHG etc. with details.

*Ha kane ka jingialang mynta ka sngi ngi la rai ban siew noh ruh ia kine ki pisa harum .*

Particular Disbursement ( <i>Ki jingsiew</i> )	Paid to : ( <i>La siew sha:</i> ( <i>kyrteng</i> ))	Amt. Rs.	Purpose ( <i>Na ka bynta</i> )	Date ( <i>tarik</i> )	Remarks ( <i>ki rai kaba ia dei bad kane ka jingsiew</i> )
1.Loans tobe repaid to other Institution. ( <i>ka ram ba la siew sha ka Bank</i> )					
2.SpecialDonation ( <i>Ka jingai sngewbha/ donation jong ka kynhun.</i> )					
3. Miscellaneous expenditure ( <i>Kiwei ki jingpynlut jong ka kynhun.</i> )					
4. <i>Kiwei kiwei ki jingsiew</i>					

**Total =**

9. Financial Statement( Status of Cash-in hand) (*ka Jingkhein jingdiah.*)

*Ha kaba iadei bad ka jingkhein jingdiah, ka jingdon ka pisa jong ka kynhun katkum ba lawanrah da i \_\_\_\_\_ (kyrteng) Secretary ka long kumne harum:*

**Receipt.**

*Nga la ioh pdiang Rs. \_\_\_\_\_ na ka kynhun mynta ka sngi khnang ban ioh thep sha bank.*

*Tarik \_\_\_\_\_ Soi jong i nongpdiang.*

	<b>Receipt (Jingioh)Rs</b>	<b>Payment (Jinglut)</b>	<b>Balance (Tam)</b>
<i>a) Ka pisa ba don kat haduh u bnai baladep(Rs)</i>			
<i>b) La ioh lum mynta ka sngi (Rs)</i>			
<i>i) Ka jingkynshew</i>			
<i>ii) Ka jingwansiew ram(trai/sut) ki dkhot.</i>			
<i>iii) Kiwei kiwei ki jingiopdiang.</i>			
<i>c) La ai Ram sha ki member mynta ka sngi ka long.</i>			
<b>d) Cash in Hand</b> <i>(Ka pisa ha ka kti ka/u Secretary) Rs</i>			
<b>Cash at Bank</b> <i>(Ka pisa ha Bank)Rs</i>			
<i>e) Ka pisa ba dang sah sha ki member ki bym pat siew ia ka ram.</i>			

*Ia ka pisa ba la ioh lum mynta ka sngi la ai ha kti I Bah/Kong \_\_\_\_\_ (Secretary) ba in thep sha bank*

10. **Other matters** : This can include anything that the SHG wishes to discuss.

*Lada don kano kano ka jingiakren kiba ki dkhot ki kwah ban kren kiba long shabar na kitei ba la kdew haneng lah ban pynrung ha kane ka bynta.*

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*Mynta ka sngi ha kaba kut ka jingialang.*

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11. Signature/Thumb Impression of all the Members present at the meeting. Thumbs Impression must have names of the concerned member against them and be countersigned by another person to confirm it is authentic.

*Soi/Shon kti/Kyrteng/ki dkhot ba wan sha ka jingialang.*

*Kyrteng*

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*Soi* \_\_\_\_\_ *(tang kito kiba shon kti) Countersigned(tangbashon kti)*

**1**                      **Chairman**

**2**                      **Secretary**

**3**                      **Dkhot/Member**

4	-do-
5	-do-
6	-do-
7	-do-
8	-do-
9	-do-
10	-do-
11	-do-
12	-do-
13	-do-
14	-do-
15	-do-
16	-do-
17	-do-
18	-do-