



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



1st Floor, Vidyut Bhawan - II, Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250 4960, Website : www.brplp.in

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Office Order

A programme on Financial Inclusion has been scheduled on 09.03.2013. More than 10,000 SHGs would be credit-linked during this programme. It is expected that nearly 2,000 community members from 9 districts would participate in this programme. Hon'ble Chief Minister, Bihar has kindly consented to grace the occasion.

For making this event successful following arrangements would be required:-

1. Booking of S.K. Memorial Hall for this occasion – A.O. and DPM-Patna should ensure timely booking of the same.
2. Making suitable logistic and other arrangements :-

It would include the following:-

- (a) Arrangements for safe and comfortable stay of community members at suitable locations on 08.03.2013 and 09.03.2013.
- (b) Arrangements for food, lodging, sanitation and security at respective locations of stay of community members.
- (c) Timely transportation of community members from place of stay to the venue and back.
- (d) Proper furnishing of S.K. Memorial Hall and installation of thematic stalls:-

For this members of logistic team comprising of the following persons have to work in coordination with others and each other:-

- (i) Dr. Santosh, Procurement Specialist
- (ii) Mr. Ranjit Kumar, Finance Officer
- (iii) Mr. Vishwa Vijay, PM-HRD
- (iv) Mr. Manoj Kumar, PM-CB
- (v) Mr. Rajiv Kumar Singh, DPM-Patna
- (vi) Mr. R.B. Lall, OA
- (vii) Mr. M.K. Nirala, OA
- (viii) Mr. Somenath, Project Associate-Jobs
- (ix) Mr. Suraj Kumar, Project Associate-MF
- (x) Mr. Chandan Kumar Chandra, OA.

This team may draft services of other officials including YPs and Project Associates.

Thematic YPs should man respective stalls during the programme.

3. Participation of nearly 2,000 community members from 9 districts: - All districts (Gaya, Nalanda, Muzaffarpur, Purnea, Supaul, Madhepura, Saharsa, Khagaria and Madhubani) would ensure participation of approximately 200 community members each. A letter would be sent to DPMs for ensuring their participation and also towards comfortable and safe transportation of community members from respective districts to Patna and back. This letter would be sent by OSD.

4. (a) Finalization of minute-to-minute programme at S.K. Memorial Hall, working out its actual operationalization and compering. Mr. Mukesh Chandra Sharan, SPM-MF would lead this team. Other members of the team would be :-

- (i) Mr. Ritesh Kumar, PM-IB
- (ii) Ms. Shrashti Singhal, YP
- (iii) Mr. Roby Minz, Project Associate-Communication

Mr. Sharan may draft cooperation of other team members as per requirement. The team would also ensure proper arrangement for inauguration of the programme.

(b) For supporting stage management the following team would work towards preparation of welcome songs and addresses by community members:-

- (i) Ms. Archana Tiwari, SPM-SD
- (ii) Ms. Anumeha Swarup, PM-SL&PM
- (iii) Mrs. Neha, Manager-LH
- (iv) Mrs. Bhawana, OA

This team should work in coordination with the team mentioned above.

5. Designing and Issuance of invitation cards to concerned persons:- A team comprising of

- (i) Mr. Ajit Ranjan, SPM-M&E
- (ii) Mr. Devendra Prasad Yadav, PA-cum-Steno
- (iii) Mrs. Priya Priyadarshi, DTP Operator

would work on it. The team should ensure timely dispatch of invitation cards under guidance of the CEO.

6. Arrangement for felicitation of guests and presentation of bouquets and mementos to dignitaries:- For ensuring this the team comprising of

- (i) Mr. A.K. Thakur, Consultant-MF
- (ii) Mr. P.S. Tiwari, PM-MF
- (iii) Ms. Archana Tiwari, SPM-SD

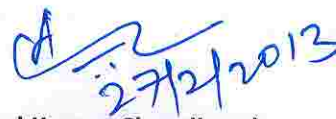
would work. This team may also draft services of other members including YPs and Project Associates.

7. Documentation and Videography of the events:- Team comprising of

- (i) Mr. Rajesh Parimal, A.O.
- (ii) Mr. Santosh Raman, System Analyst
- (iii) Ms. Swati Singh, YP
- (iv) Ms. Arpita Jubey, YP
- (v) Ms. Priyanka Bhagat, YP
- (vi) Ms. Kumari Sweta, YP
- (vii) Mr. Paramveer Singh, YP

under leadership of SPM-IB&CB would work on this.

All the team would start working immediately. Review of these teams will be done daily at 05:00 p.m. in the conference hall of SPMU. In absence of CEO, Mr. B.K. Pathak, OSD will review.



(Arvind Kumar Chaudhary)

Chief Executive Officer – cum – State Mission Director.