



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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REF: BRLPS/Admin/04/06/4552

Corrigendum

Date- 9/12/13

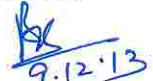
This has reference to the office order no. BRLPS/Admin/04/06/4529 Dated 07.12.13 vide which work among the accountants had been issued. In supersession of the same a fresh order is being issued. The order no.4529 Dated 07.12.13 issued early is hereby cancelled.

Encl: As above

Distribution-

1. All Accountant
2. OSD,CFO,FO,PS
3. All SPMs & PMs
4. Concern files
5. Personal files
6. **NOTICE BOARD**

  
(Rajesh Parimal)  
Administrative Officer

  
9.12.13

**JOB chart of SPMU-Accountant**

In absence of A

A	B	C	D	E
<b>Prabhat Ranjan Das</b>	1	Salary preparation & issuing salary slip	All project SPMU-Employees)	<b>Shivesh Mohan</b>
	2	Fund receipt ( release from W.B., GOB, GOI ) & UC	BRLP	
	3	Cash custody, Collection of cheque , & Security Deposit	All project	
	4	Cheque preparation, Cheque register-	All project	
	5	Any other work	Assigned by CFO,FO,SFM	
<b>Anil Kumar</b>	1	TA/DA file	CEO,Add-CEO,CFO,OSD,FO,AO, P.S,SPM	<b>Ravi Shankar Choudhary</b>
	2	Consultant Honorarium & TA/DA (MF,Livelihood, Procurment, & If any )	All project	
	3	CUG,Monthly advance status, Handset adjustment	All project	
	4	Medicclaim & Interns related file	All project	
	5	Any other work	Assigned by CFO,FO,SFM	
<b>Jitendra Kumar</b>	1	Fund Transfer	All Project	<b>Pappu Kumar</b>
	2	Trainin/workshop related file/ IBCB,MF & Livelihoods & Training arrangement of finance team	All project	
	3	Computer hiring Millennium /Laptop payment & adjustment	Payment/Adjustment	
	4	Vehicle hiring	All project	
	5	Any other work	Assigned by CFO,FO,SFM	
<b>Gourav Dutta</b>	1	IUFR & SPMU Reconciliation & correspondance to CAAA & others	SPMU-DPCU with reconciliation	<b>Subodh Bharti</b>
	2	BRS	All project	
	3	Monthly Expenses Status from DPCUs & compilation	All project	
	4	Tally Entery & Budget veriance report & Support to all district with Data Administrator	All project	
	5	Any other work	Assigned by CFO,FO,SFM	
<b>Nishant Kumar</b>	1	Audit (Internal , External & CBOs)	Compliance,payment, DPCU-status & its compliance	<b>Pappu Kumar</b>
	2	DIF/BIF payment & adjustment file & consultant -Honorarium & TA/DA -IBCB & Nonfarm	All Project	
	3	TDS & VAT, Service Tax,Professional Tax, Issuing of TDS certificate, return filing etc.	All project and compilation with District	
	4	Any other work	Assigned by CFO,FO,SFM	

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<b>Pappu Kumar</b>	1	Procurement related file of Goods & Services	PM/CID/STAF	<b>Jitendra Kumar, Nishant</b>
	2	Confirmation of advance from all district	All project	
	3	TA/DA file	FO,SFM,PM	
	4	Any other work	Assigned by CFO,FO,SFM	
<b>Rajesh Thakur</b>	1	TA/DA file	YPs & support staff & DPM's	<b>Suman Rani</b>
	2	Vehicle log book of CEO	All project	
	3	Air travels/Train ticket adjustment	All project	
	4	Any other work	Assigned by CFO,FO,SFM	
<b>Ravi Shankar Choudhary</b>	1	Advance Adjustment file day to day	OA,PA,& programme coordinator	<b>Anil Kumar</b>
	2	Resource cell	SRLM	
	3	UPS, Cartage, printer & AMC related file	All project	
	4	Any other work	Assigned by CFO,FO,SFM	
<b>Shivesh Mohan</b>	1	Fund receipt ( release from W.B., GOB, GOI ) & UC status	NRLM & NRLP, MKSP & others	<b>Prabhat Ranjan Das</b>
	2	Training payment file except, IBCB, MF, Livelihoods	All project	
	3	Cheque preparation, Cheque register-, EPF, GPF, GIS	All project	
	4	Any other work	Assigned by CFO,FO,SFM	
<b>Subodh Bharti</b>	1	No Dues	For All Project	<b>Gourav Dutta</b>
	2	EPF, GPF, GIS	SPMU+DPCU	
	3	Any other work	Assigned by CFO,FO,SFM	
<b>Suman Rani</b>	1	Cash Book	All project	<b>Rajesh Thakur</b>
	2	Electricity, Office rent,	All project	
	3	Telephone and Data Card	All Project	
	4	Any other work	Assigned by CFO,FO,SFM	

*PR*  
9/11/13