



# 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. No. : BRLPS/Estt/91/06/3660

Date : 26/9/2013

### Office Order

Sri Suryakant Sharma has joined as State Finance Manager. The following tasks related to NRLM Project are being assigned to him :-

1. Preparation of IUFRR, of NRLP,
2. Compliance of Audit Report of NRLP districts,
3. Support procurement team as member of Procurement / Review Committee under NRLP,
4. Review of Finance/Account of NRLP.
5. Authentication and signing of Cash Book and Vouchers of NRLP.
6. Accounting relating to funding agency of NRLP.
7. Compliance of statutory requirements.
8. Preparation of utilization certificates as per requirement of funding Agency of NRLP.
9. Accounting relating to funding agency of NRLP.
10. Dealing with all files related with NRLM expenditure.
11. Income Tax - TDS - Return/Annual Return etc.
12. YPs TA/DA
13. YPs final settlement
14. BRS - NRLP / BRLPS
15. Audit Manual/TOR
16. Correspondence with Govt. departments/agencies concerned with NRLP
17. Other tasks assigned by CEO/CFO as and when required.

It is expected that he would accomplish the above mentioned assignment with due diligence under guidance of Chief Finance Officer.

By the order of CEO

*[Handwritten Signature]*  
26-9-13

(Rajesh Parimal)  
Administrative Officer

### Copy to :

1. All SPMs/PMs
2. OSD/AO/CFO/FO/Procurement/IT
3. All DPMs
4. Concerned file