



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



बिहार सरकार

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

Ref. No. BRLPS/ESTT/91/06/3665

Date : 9/01/2013

OFFICE ORDER

In view of separation of some of accountants and joining of some new persons and also in view of increasing work load of accounts section at SPMU level, tasks assigned to accountants and cashier vide office order no. BRLPS/Estt/91/06/1540 Dated – 07/08/2012 are reallocated among them . Accordingly they would accomplish tasks as per the following work list .

Concerned accountant would be responsible for safe custody of files related to their tasks .

Yours Faithfully

Subodh Ram
9/1/13
(Subodh Ram)

Chief Finance Officer
BRLPS, Patna

Distribution:

1. All Accountant – SPMU

CC:

2. OSD/FO/PS
3. All SPMs/PMs
4. IT Section – SPMU
5. Concerned files

Bihar Rural Livelihoods Promotion Society
Vidyut Bhawan, Annexi-II, Bailey Road.

JOB CHART	
Anil Kumar	
1	Project Management of all project (excluding advance adjustment file of U.K. Das & Suraj Kumar & Vehicle, Air travel file) correspondence with concerned office
2	Travel Claim of SPMU & DPCU
3	No Dues - DPCU Khagaria + Gaya
4	Advance adjustment of Manoj Kumar Nirala
5	Advance Statement of all project
6	Correspondence with concerned person/office .
7	Individual Consultant file of All Project
8	Others if required
Pooja	
1	Cash Book of all Project
2	No Dues - Kosi Project (Saharsa, Supaul and Madhepura)
3	Process of file related to Project Management. i.e. Telephone, BSEB(Rent), Electric bill and TA/DA of Yps .
4	Tally entry of payment on day to day basis in absence of Sudama .
5	Others if required


9/1/13

**Bihar Rural Livelihoods Promotion Society
Vidyut Bhawan, Annexi-II, Bailey Road.**

JOB CHART	
Dharamveer Kumar	
Sl. No.	Work
1	Files related with STAF of all project -(BRLPS, SRLM, MKSP etc.)
2	Audit Report & Compliance from all Units - All Project
3	Procurement file of Goods of All Project
4	Advance adjustment of U. K. Das (OA)
5	Correspondence with concerned person/office .
6	Others if required
Jitendra Kumar	
1	Files related with IBCB & CID of all project
2	SRLM advance adjustment of all state
3	Vehicle, Air Travels (All Project)
4	Fund Transfer of All Project - BRLPS+KOSI+SRLM
5	Training Arrangement (Finance related at SPMU Level)
6	Confirmation of Advance, CIF Statement of All Project
7	No Dues - Madhubani & Muzaffarpur + SRLM District
8	Advance adjustment of Suraj Kumar (PA)
9	Correspondence with concerned person/office .
10	Others if required
Sudama Prasad	
1	Tally - All accounting entries with advance adjustment (Pankaj will support in Tally entries Daily)
2	IUFR from DPCU & SPMU (All Project)
3	EPF - Report for DPCU & SPMU (All Project)
4	TDS/VAT (Certificate issue)
5	IT - TDS Certificate & Return file for the Support of Consultant.
6	Bank Reconciliation Statement of all project
7	No Dues - Nalanda & Purnea
8	Tally Support to all DPCU with the help of Chandan - DA
9	Prepare Salary Slip of SPMU
10	Correspondence with concerned person/office + Budget variance report with support of Consultant
11	Others if required
Prabhat Ranjan Das	
1	Salary (All Project) + EPF/GPF/GIS Calculation of all concerned staff & Deposit
2	Custody of Cash, Cheque and security deposit with security register
3	Cheque, Cheque Register & Cheque preparation of all project
4	No Dues - SPMU
5	Process of TDS return file
6	Release of fund - All Project
7	Correspondence with concerned person/office .
8	Others if required

2
9/1/13