



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

Joining of 180 Accountant (BPIU)-159, Accountant (6) & Cashier (1) (SPMU)-7 and Procurement Associate (DPCU)-14 has been planned from 27.09.13 to 29.09.13 at DNS RICM, Patna and their reporting for induction as per detail given below:

Sl. No.	Date of Joining at DNSRICM, Patna	Total Number called for joining	Date of Relieving from DNS RICM, Patna	Placement to DPCUs for Induction (12 days)	Number of Accountant (BPIU/SPMU) & Procurement Associate	Date of Reporting to DPCU
1	27.09.13	91	28.09.13	Madhubani	31	01.10.13
				Muzaffarpur	30	01.10.13
				Purnia	30	01.10.13
2	28.09.13	89	29.09.13	Madhepura	30	03.10.13
				Gaya	38+7	03.10.13
				Gaya	14 (Proc. Asct)	03.10.13
Total		180	Total		180	

The breakup of joining and induction programmes:

A. Joining & Induction at Patna for two days

- 1st day – Joining at DNS RICM, Patna.
- 2nd day – Brief induction and relieving for reporting to DPCUs.
- 3rd & 4th day transit to district HQ.

B. Induction at 5 DPCUs (Muzaffarpur, Madhubani, Purnia Madhepura and Gaya) – 6 days at each district HQ (5th day to 10th day excluding Sunday). In each district, after class room training, Accountants in 6 groups, each group consisting of 4-5 would be sent to village/block as under C.

C. Village/block – Field induction/village immersion for 8 days (11th to 18th day) as per structured field induction plan/schedule which includes 2 days village immersion, 5 days at BPIUs for completing assigned tasks and 1 day visit to DPCU.

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DPCUs would make accommodation arrangements at district for 8 days and provide services of 6 vehicles for taking them to blocks/villages during the period. DPCUs would make payment for the arrangements. Besides, each Accountant would be paid a total sum of Rs.1600/ (Rs.200/ per day for 8 days) to meet food expenses.

After completion of induction programme, Accountant/Procurement Associate will proceed to their place posting as per posting order.

As regards Procurement Associate, 5 days Induction (4 days class room training and 1 day field visit) would be conducted at DPCU, Gaya. Boarding & lodging would be arranged at same location, if not available, separate location with separate class room. One day field visit by providing two vehicles would also be arranged by DPCU. One Resource Person would be invited in consultation with Procurement Specialist, SPMU to facilitate class room training for 3 days. Payment for these arrangements would be made by DPCU.

Induction Module of Procurement Associate for 5 days and Induction Module of Accountant for 18 days have already been sent to concern DPCUs.

Estimated expenditure on Induction Programme for 6 days at 5 DPCUs/district HQ

DPCU LEVEL TRAINING PROGRAMME						
Induction Training Budget for Accountant (1 Batch for 6 days)						
Sl.	Particulars	Unit Cost	Unit	Recource Person	Days	Amount
1	Fooding, lodging and Training Hall	800	35	2	6	177600
Subtotal1						1,77,600
Material, Stationary & Other Costs						
2	Banner	500	1	-	-	500
3	Training Materials (chartpaper, white board markers, cello tape, ribbon, game materials etc)					Lumpsum 1000
4	Miscellaneous					Lumpsum 5000
5	Still Photos and Video Capturing of training event					Lumpsum 15000
6	Vehicle for Village/Block assignments	2000 UCost	6 vehicle	8 days		96000
Subtotal2						1,17,500
Grand Total						2,95,100
Cost of one batch (A)						2,95,100

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Budget for Resource Person for Support During Induction of Procurement Associate at DPCU, Gaya					
Sl.	Particulars	Unit Cost	Unit	Days	Amount
1	Senior Resource person- Resource Fees	5000	1	3	15000
Total (B)					15,000

Note:

1. This is the upper limit budget. All expenditure will be done and booked on actual basis.
2. All the taxes will be applicable and excluded in the proposed budget.
3. Group Photo is mandatory and will be distributed to each of the participants.
4. A DVD of video capture of the training session is mandatory and will be sent to SPMU after the training.

Field Training/Village Immersion of staff at different Locations


1. Fooding Expenses – Lump sum Rs.200/ Per day/person for 8 days for 166 Accountant (200*8*166) ----- **Rs.2,65,600.00**
 2. Hotel Accommodation for 8 days – Rs. 400/ pp/d (400*8*166): **Rs.5,31,200/**
- Total: 1+2 : Rs. 7,96,800/5= Per district (C) Rs. 1,59,360.00**

The budget allocation for Induction Training to Staff to DPCUs

Sl. No.	DPCUs	Amount (Rs.)	Remark
1	Gaya	2,95,100+15,000+1,59,360	A+B+C
2	Muzaffarpur	2,95,100+1,59,360/	A+C
3	Madhubani	2,95,100+1,59,360/	A+C
4	Purnia	2,95,100+1,59,360/	A+C
5	Madhepura	2,95,100+1,59,360/	A+C

The expenditure on induction/training to staff conducted at old six districts would be booked under CID component of BRLP : Budget line – 1.1.52 – Training/exposure to project staff. In rest of the DPCUs, expenditure would be booked under NRLM/NRLP as per earlier order. By this order, it is clarified that expenditure incurred on induction of new Area Coordinator in six old districts would be booked accordingly.

By the order of CEO


(Arun Kumar Sah) 29/9/13

State Project Manager-HRD

Copy for information to

1. OSD, CFO, AO, PS & FO
2. All SPMs/PMs
3. DPMs/FMs, Gaya, Muzaffarpur, Nalanda, Madhubani, Khagaria, Purnia,