



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



बिहार सरकार

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### Office Order

Joining and induction of 209 Office Assistant (BPIU), 3 Office Assistant and 2 Logistic Assistant (SPMU) has been planned from 17.10.13 to 22.10.13 at DNS RICM, Patna 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	Number of Office Asstt. & Logistic Asstt.	Date of Reporting to DPCU
1	17.10.13	70	18.10.13	Madhepura	35	21.10.13
				Purnia	35	21.10.13
2	18.10.13	70	19.10.13	Muzaffarpur	35	21.10.13
				Muzaffarpur	35	21.10.13
3	21.10.13	74	22.10.13	Gaya	37	24.10.13
				Gaya	37	24.10.13
Total		214	Total		214	

The breakup of joining and induction programmes:

#### A. Joining & Induction at Patna for two days

- 1<sup>st</sup> day – Joining at DNS RICM, Patna.
- 2<sup>nd</sup> day – Brief induction and relieving for reporting to DPCUs.
- 3<sup>rd</sup> & 4<sup>th</sup> day transit to district HQ (1 or 2 days transit as above).

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

C. Village/block – Block induction/village immersion for 3 days (11<sup>th</sup> to 13<sup>th</sup> day) as per structured field induction plan/schedule which includes 1 day village immersion, 2 days at BPIUs/DPCU for practical training.

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DPCUs would make accommodation arrangements at district for 3 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 Office Assistant would be paid a total sum of Rs.600/ (Rs.200/ per day/ per person for 3 days) to meet food expenses.

**Training Teams:**

In order to conduct & deliver training sessions of Office Assistant, six teams, each consisting of two trainers have been constituted and trained under TOT.

The six Teams would be responsible for six batches of induction programme as per detail given below:

1. Mr. Ajit Kumar, OA (Saharsa) and Mr. Sanjiv Kumar, OA (Madhepura) – This Team will be responsible for induction of one batch at Madhepura.
2. Mr. Chandan Kumar (Muzaffarpur) and Mr. Kumar Praveen (Saharsa) – This Team will be responsible for Induction of Batch I at Muzaffarpur.
3. Mr. Anish Anshu (Purnia) and Mr. Rehanul Hque (Purnia) – This Team will be responsible for induction of one batch at Purnia.
4. Mr. Munna (Muzaffarpur) and Mr. Chote Lal (Supaul) – This Team will be responsible for induction of Batch II at Muzaffarpur.
5. Mr. Sandeep (Madhubani) and Mr. Bhawanand Mishra (Madhubani) – This Team will be responsible for induction of batch I at Gaya.
6. Mr. Anil Kumar (Nalanda) and Mr. Kumar Rajendra (Nalanda) – This Team will be responsible for induction of batch II at Gaya.

Concerned DPMs will ensure arrival of respective training teams at their allotted DPCUs well in time for conduct of induction programmes as per schedule. Training Teams of Office Assistants moving out of block/district for induction purpose will claim TA/DA as per rules or DPCU will arrange their boarding & lodging in hotel along with participants and pay their bills.

Besides, each DPCU will use the services of TM/TOs/thematic managers for covering the thematic topics for first two days as provided in the induction module. DPM/TM will coordinate and supervise conduct of the induction programme.

After completion of induction programme, Office Assistants will proceed to their place of posting as per office order.



**Item-B Induction Programme for 6 days at 4 DPCUs/district HQ**

<b>Induction Training Budget for Office Assistant (1 Batch for 6 days)</b>						
<b>Sl.</b>	<b>Particulars</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Resource Person</b>	<b>Days</b>	<b>Amount</b>
1	Fooding, lodging and Training Hall	800	35	2	6	177600
<b>Subtotal1</b>						<b>1,77,600</b>
<b>Material, Stationary &amp; Other Costs</b>						
2	Banner	500	1	-	-	500
3	Training Materials (chartpaper, white board markers, cellotape, 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	3 days		36000
<b>Subtotal2</b>						<b>57,500</b>
<b>Grand Total</b>						<b>2,35,100</b>
<b>Cost of one batch</b>						<b>2,35,100</b>
<b>Cost for 6 Batches at 4 DPCU (B)</b>						<b>14,10,600</b>

**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.

**Estimated expenditure:**

**Item-C Field Training/Village Immersion of AC at different Locations**

1. Fooding Expenses – Lump sum Rs.200/ Per day/person for 3 days for 214 Office Assistants (200\*3\*214) ----- **Rs.1,28,400.00**
2. Hotel Accommodation for 3 days – Rs. 400/ pp/d (400\*3\*214): **Rs.2,56,800/**

**Total Expenditure (B+C)**

Item B – Rs.14,10,600.00

Item C – Rs. 1,28,400.00+Rs.2,56,800.00


Total - Rs. 17,95,800.00

The expenditure on induction/training to staff conducted at Gaya, Muzaffarpur and Purnia would be booked under CID component of BRLP: Budget line – 1.1.5.2 – Training/exposure to project staff. Expenditure at DPCU, Madhepura would be booked under NRLM/NRLP : Budget line – Component 4 : Special Programmes; Sub head – 4.1.6 Human Resource Development.

The estimated budget allocations to DPCUs are given below:

Sl. No.	DPCUs	Amount (Rs.)	Remark
1	Gaya	6,20,977.00	Subject to Actual
2	Muzaffarpur	5,87,411.00	
3	Purnia	2,93,705.00	
4	Madhepura	2,93,705.00	

By the order of CEO

  
(Arun Kumar Sah) 18/11/13

State Project Manager-HRD

Copy to

1. OSD, CFO, AO, FO & SFMs
2. All SPMs & PMs
3. DPMs/ FMs, Gaya, Muzaffarpur, & Purnia
4. DPM In Charge/FM, Madhepura
5. DPMs/FMs, Madhubani, Saharsa, Supaul, Nalanda
6. Concerned Files

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