



# 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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Ref: BRLPS/Estt./11/06/4326

Date: 25.11.2013

## Office Order

On completion of joining and induction from 18.11.13 to 25.11.13 at SPMU, Patna, Mr. Manish Kumar (Roll No./ID-20140620), District Project Manager is placed for one month field induction/immersion as per schedule enclosed from 26.11.13 to 25.12.13 to DPCU, Muzaffarpur.

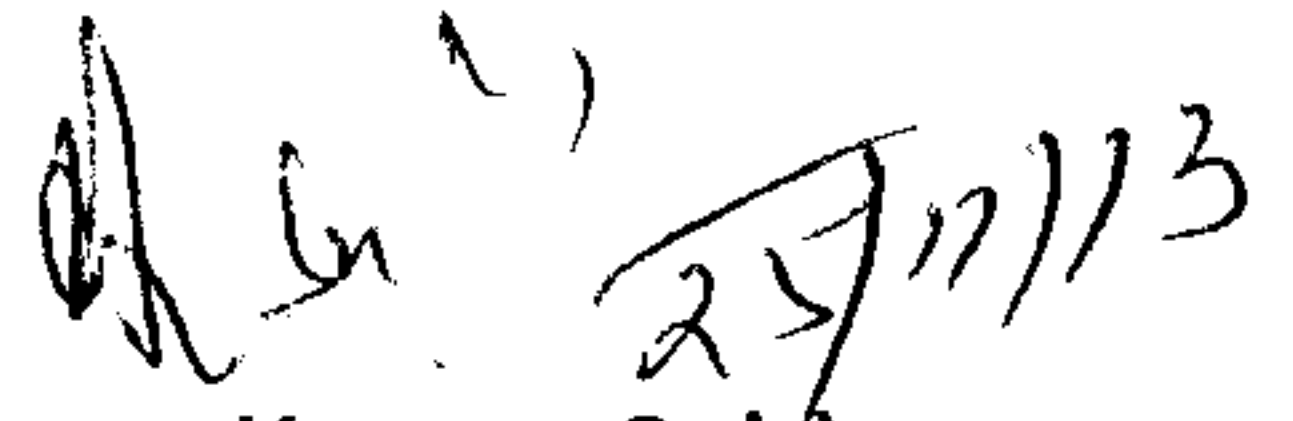
Mr. Manish is relieved from SPMU, Patna in the afternoon of 25.11.13 and is instructed to report to DPM, DPCU, Muzaffarpur for field induction in the forenoon on 26.11.13.

He is allowed to claim TA/DA/Accommodation claims as per entitlement & TA/DA rules during field induction. DPM would provide vehicle support to him as per requirements.

By the order of CEO

Encl: as above

Mr. Manish Kumar, DPM

  
(Arun Kumar Sah)

State Project manager-HRD

Copy to

1. OSD, CFO, AO, FO & SFMs
2. All SPMs/PMs
3. DPM/FM, Muzaffarpur
4. Concerned File

**DPMs Induction: For understanding Roles and responsibility with Operational Knowledge for Project**

S.N.	Content	Expected objective/Learning	Period
1	About Project	Understanding Project Objective, Strategy and interventions and its concept and implementation	SPMU, Patna
2	HR-Policy	Understanding HR Provisions, Processes, work environment and career with Jeevika	
3	Thematic Induction-Mandatory	Understanding Thematic intervention strategy, policy and progress	
4	Tagging with best CC, AC and Lh. Spl.	Exposure to CBOs and hands on experience on Working of CC, AC & LHs (Mobilisation, Formation of CBOS, Nurturing Process and appraisal of CBOS and Community Cadres (6-7 days)	26.11.13 to 25.12.13 at Village/BPIU /DPCU
5	Tagging with Block Project Manager	Understanding BPIU functioning Administrative, HR and Financial Management system at BPIU, Exposure on Process of Management (5-7 days)	
6	Tagging with Thematic Managers (Mgr-M &E/Mgr-LH/Mgr-Mf/Mgr-SD/Mgr-Jobs/ Mgr-Com/TM & TO's/ and CE-WFPC	Hands on experience (Field based exposure) with attached Manager one by one at least 2-3 days each, understanding their roles and responsibility along with process guidelines and Policies, implementation and coordination with BPIUs. (5-7 days)	
7	Tagging with DPM & FM	Hands on experience with attached DPM & Fin. manager, understanding the roles and responsibility along with functioning of DPCU with guidelines and coordination with BPIUs (5-7 days)	
8	Presentation after induction on learning and observation at DPCU	Expected Learning: Understanding on Project implementations, Intervention Policies and guidelines, Roles and responsibility of Staff and community Cadres, Critical functions of each positions, (1-2 days)	