



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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Policy of Cluster Level Federation Bookkeeper

JEEVIKA project is engaged in the universal mobilisation of rural poor women and involved in the formation and nurturing of strong community institutions viz., SHGs and then federating them into different levels to unleash the benefits to the SHG women. These community based organisations are involved in socio-economic empowerment of its members through providing access to livelihood opportunities, entitlements and convergence from different line departments. In the proper functioning of CBOs, it is very important to have a robust bookkeeping and maintenance of records. This will result in development of financial system and thus ensure transparency.

The project has formed cluster level federations at the sub- block level for strengthening of village organisations. In order to maintain CLF books of accounts and records on daily basis, ensuring generation of financial reports, a CLF staff namely CLF Bookkeeper is envisaged.

Profile of the CLF Bookkeeper

CLF Bookkeeper is preferably a person with minimum qualification of Matric/ 10th pass and should have at least 2 year experience of bookkeeping at the community level. Preference will be given to the female candidate.

Entity of the CLF Bookkeeper

The CLF bookkeeper is a staff of CLF. S/ he will have a formal agreement with the CLF which clearly depicts roles and responsibility, payment process, appraisal system and procedure of removal. One Bookkeeper will provide services to only one CLF. S/ he will be a full time staff of CLF and attend CLF office as per the direction of CLF EC.

Characteristics of the CLF Bookkeeper

- S/ he must possess good knowledge of mathematics, basic accounting and having a Hindi writing ability.
- Must be a resident of the Cluster.
- Shall not have membership in any of the CBO promoted by JEEVIKA.
- Shall not be a public/ elected representative like Mukhia/ Panch/ Ward member or any other.
- S/ he have patience and are sensitive to the rural poor women.
- S/ he must be vocal and should not have any constraints regarding mobility.
- S/ he should be in the age group of 18 to 45 years, effective from date of advertisement.

Roles and Responsibility of the CLF Bookkeeper

- Maintaining books of accounts and records of cluster level federation.
- Preparation of different financial reports on monthly basis i.e. receipt and payment, income and expenditure statement, reconciliation of bank passbook, utilization certificate etc. and put it before CLF EC for approval.
- Providing guidance and supervision to VO Bookkeepers.
- Verification of Books of accounts and records of member VOs.
- Conduct and arrange periodic internal audit of member VOs.
- Ensuring statutory annual audit with the support of CLF EC.
- Preparation of CLF audit compliance reports.
- Assist VOs in preparing and meeting audit compliance.
- Regular MIS updating.

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- Preparation of annual report, AAP and budget of CLF and put it before EC for approval.
- Timely conduction of AGM of CLF.
- Ensure Annual Return filing with the support of CLF EC.
- Preparation of documents of CLF for Registration under BSSC Act, 1996.
- Such other task as may be assigned by the CLF EC from time to time.

Selection Process of CLF Bookkeeper

- CLF EC will discuss about the selection of CLF Book Keeper in their meeting and take decision regarding the same. The concerned Area Coordinator will facilitate CLF EC meeting and discuss eligibility criteria, roles and responsible for CLF Bookkeeper.
- Further, CLF will constitute a committee of 5 members including 2 OB member and 3 RGB members under the leadership of Secretary. The committee will be responsible for completion of selection process of CLF BK.
- CLF will call for the application from eligible candidates through advertising at public places or informing concerned CBOs working in the area. The concerned Area Coordinator should facilitate the selection process.

The schedule for selection process is as-

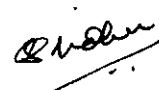
- a) The candidates will submit the application form at the CLF office through hand drop or postal.
 - b) The candidates may submit the application form within 15- days of date of publication of advertisement.
 - c) The CLF will display the name of shortlisted candidates within a week of last date of receipt of application form.
 - d) Within 7- days of publication of name of shortlisted candidates, CLF will conduct written test and interview.
 - e) Within a week of date of interview, CLF will publish the list of finally selected candidate.
- Applications received will be sorted and shortlisted as per the eligible criteria mentioned for further screening. Based on the number of shortlisted candidates, venue and date for conducting exam will be decided and informed to the candidates through letter or telephone. Further, written examination will be conducted for the shortlisted candidates.
 - As per performance on the written test the committee will shortlist 5-6 candidates for final interview. Further, the committee will conduct final interview and finalize one Bookkeeper based on experience and performance and keep 1-2 as buffer. Area Coordinator will assist the selection committee and facilitate the selection process.
 - The committee will submit the final selection list to CLF-EC for its approval. The selected Bookkeeper will be under probation for 3-months. The CLF Executive Committee will take the decision for final selection of Bookkeeper. A resolution for taking the services of particular Bookkeeper with 3-months probation period should be recorded in the CLF EC meeting minute's book.
 - The CLF will closely monitor the timely attendance of Bookkeeper at CLF office and maintenance of books of accounts and records. Bookkeeper will work at CLF office in all the working days as decided by CLF.

Capacity Building of CLF Book Keeper

During the probation period of 3 months, selected CLF Bookkeeper will be imparted intensive residential trainings. The district training cell/ community finance manager will organise the following training for the Bookkeepers.

During the Probation Period (3 months)

1. SHG concept and management (3days): 2days classroom and 1day field exposure.
2. VO concept and management (3days): 2days classroom and 1day field exposure.
3. CLF concept and management (3days): 2days classroom and 1day field exposure.
4. CLF Books of accounts and records (7days)
5. Exposure on best practices within and outside the cluster area (2days)



After gaining some practical experience in the field and probation confirmation, following customised trainings will be organised for selected Book Keepers.

During the First year

1. VO Books of account and records (7days).
2. CLF MIS (2days)
3. Micro Planning (5days)
4. HRF and FSF (2days)
5. Livelihoods (2days)
6. Exposure on best practices outside the state (7days)

During the Second year

1. VO and CLF registration (2days)
2. AGM and return filing (2days)
3. Statuary system (3days)
4. Administrative and financial system (3days)
5. Exposure to best practices project, outside the project area (5days)

Probation and Confirmation

CLF Bookkeeper will be under probation for the period of 3- months from the date of selection by CLF. CLF Executive Committee will confirm the probation of Bookkeeper after review of the performance. The probation of new Bookkeeper may be cancelled in case of no significant improvement/ development in their skills on CLF accounting and facilitation. Probation confirmation or rejection must be minutised in the CLF EC meeting minute's book.

Triggers of Successful Completion of Probation

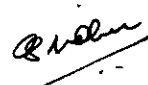
- CLF Bookkeeper has undergone a residential training programme on SHG concept and management, VO concept and management, CLF concept and management, CLF books of accounts and exposure on CLF best practices.
- The CLF Bookkeeper is now capable of maintaining CLF Books of Accounts and records.

Appraisal of CLF Bookkeeper

1. Updating of all books of Accounts and records of CLF.
2. Preparation of financial reports i.e. monthly receipt and payment, income and expenditure and reconciliation of Bank Passbook at CLF level.
3. Preparation of CLF Masik Prativedan and timely submission to BPIU.
4. Timely submission of UC to BPIU.
5. Preparation of books of accounts and record for statuary annual audit of the CLF
6. Update of books of accounts and records of member VO for statuary annual audit
7. Preparation of documents for Registration of CLF and member VOs.
8. Annual Return filing of CLF and member VOs.
9. Internal audit of member VOs
10. Preparation of Annual Action Plan and Budget for CLF and member VOs.

Payment of the CLF Bookkeeper

1. During the probation period (first 3-months), CLF will pay Rs. 2000/- (lump sum) per month to CLF Bookkeeper through account payee cheque.
2. After the probation confirmation, CLF will review the performance of Bookkeeper on monthly basis and release the honorarium (including travel and communication allowance) based on their performance by account payee cheque. It should be recorded in the books of accounts including the payment voucher.



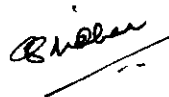
Payment Matrix

| Period | Honorarium (Amt. In Rs.) | Fund Support | Triggers/Job description |
|---|--------------------------|--------------|---|
| (0-3) Months (During the Probation Period) | 2000.00 | Project | <ul style="list-style-type: none"> • Bookkeeper has undergone a residential training programme on SHG concept and management, VO concept and management, CLF concept and management, CLF books of accounts and exposure on CLF best practices. • The Bookkeeper is now capable of maintaining CLF Books of Accounts and records. |
| (3-12) Months | 3500.00 | CLF | <ul style="list-style-type: none"> • Updating of books of accounts and records of CLF. • Preparation of monthly Receipt and Payment, Income and Expenditure and reconciliation of Bank passbook at CLF level. • Preparation of CLF Masik Pratedan and timely submission to BPIU. • Timely submission of UC to BPIU. • MIS updating. |
| (12-24) Months | 4000.00 | CLF | <p>In addition to the task assigned in item no.2 of the matrix</p> <ul style="list-style-type: none"> • Conduct and arrange the periodic internal audit of the member VOs. • Preparation of books of accounts and record for statutory annual audit of the CLF • Update of books of accounts and records of member VO for statutory annual audit • Preparation of documents for Registration of CLF. • Assisting VOs in preparation/meeting of audit compliance • Annual Return filing of CLF and member VOs. • Preparation of Annual Action Plan and Budget for CLF and member VOs. • Timely conduction of AGM with the support of EC. |
| (24-36) Months | 4500.00 | CLF | Continuation of the task assigned as in matrix 1, 2 and 3. |

Provision for Yearly Increment

After successful completion of first year of service at CLF Bookkeeper, CLF may give its Bookkeeper an annual increment of maximum Rs. 500/- . After completion of 1st year, CLF EC will review the performance of Bookkeeper on following indicators and based on performance may allow for annual increment of Rs. 500/- (maximum)-

1. Update of CLF books of accounts and records.
2. Timely submission of CLF Masik Pratedan to BPIU.
3. 80% of member VO books of accounts updated.
4. Prepared monthly receipt and payment and income and expenditure report of CLF.
5. Timely submission of UC/ SOE to BPIU.
6. Timely conduction of AGM of member VOs and CLF.



After completion of 2nd year CLF EC will review the performance of Bookkeeper on following additional indicators and may allow further annual increment of Rs. 500/- (maximum)-

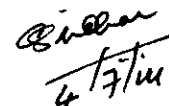
1. 80% of Bookkeepers working at member VOs are trained on books of accounts.
2. 80% of VO under CLF is audited (statutory audit) in FY.
3. 80% internal audit of member VO.
4. 80% Timely return filing of member VOs.
5. Timely return filing of CLF.

Termination of CLF Bookkeeper

CLF Executive Committee may terminate the Bookkeeper with one month prior notice on the following ground-

1. If there is a financial discrepancy by Bookkeeper or S/ he is involved in an illegal activity and it has been proved.
2. S/ he are not able to perform the responsibilities of Bookkeeper.
3. S/ he are not following the organization norms and values.
4. S/ he have lost the confidence of CLF.
5. S/he is in unauthorized absence for more than 7 days.

Initially, CLF EC will give show cause notice to Bookkeeper before termination and provide one month duration for reply. If s/he is not able to give appropriate response or EC is not satisfied with the reply, Bookkeeper will be finally terminated. The decision of Executive Committee with reason for termination of Bookkeeper must be minuted in the minute's book of CLF EC meeting and the same shall be communicated to him/her. In the same way, if Bookkeeper wants to leave the job then S/ he will have to give one month prior notice to CLF.



(Sridhar C.)
Chief Executive Officer
-cum-
State Mission Director

Encl.:-

1. Annexure1: Format of BIO DATA of CLF Bookkeeper.
2. Annexure2: Format of Information of Selected CLF Bookkeeper to BPIU.
3. Annexure3: Application invited for CLF Book Keeper.

Copy:

1. OSD/Director/CFO/AO
2. PCs/SFMs/FO/PS/PO/SPMs/PMs/AFMs
3. DPMs/FMs/BPMs/ All Thematic Managers.
4. IT Section.

Annexure1: Format of BIO DATA of CLF Bookkeeper

Post applied for:

Name:
Father's/ Mother's/ Husband's name:
Date of Birth:
Telephone/ Mobile No.:
Gender:
Category:

Address for Correspondence-

House No. /Street:
City/ town/ village:
State:
Pin Code:

Permanent Address-

House No. /Street:
City/town/village:
State:
Pin Code:

Education details-

| Sl. | Level of Education | Board/University | Year of passing | % of marks |
|-----|--------------------|------------------|-----------------|------------|
| | | | | |
| | | | | |
| | | | | |

Work Experience detail-

| Organization Name | Designation | Area of Experience | Highlights of success | Experience in month |
|-------------------|-------------|--------------------|-----------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

Declaration:

1. The above information furnished is true to my best of knowledge.
2. I am not an elected public representative.

Signature of the Candidate

Annexure2: Format of Information of Selected CLF Bookkeeper to BPIU

To
Block Project Manager,
BPIU: _____

Subject: Information regarding selected CLF Bookkeeper

| | | | |
|--|--|-----|--|
| Personal Profile of CLF BK | | | |
| Name of CLF Bookkeeper | | | |
| Sex | | Age | |
| Father's /Husband's Name | | | |
| Whether the selected Bookkeeper is part of any SHG? If yes, name of SHG and Village | | | |
| Address of CLF Bookkeeper | | | |
| Mobile/Phone No. | | | |
| Bank A/c Details/ Status | | | |
| Educational Qualification | | | |

Name of Cluster Level Federation:

| | | |
|-----------------------------|------------------|------------------|
| Signature with Stamp | | |
| President | Secretary | Treasurer |

Annexure3: Application invited for CLF Book Keeper

A Cluster Level Federation (CLF) is a federation of 20 to 40 VOs consisting of representatives from all member VOs to attain the goals of economic and social empowerment of VO members. It is a platform for providing continuous support and guidance to strengthen the member VOs and SHGs. In order to maintain CLF books of accounts and records on daily basis, ensuring generation of financial reports, CLF require a CLF Bookkeeper.

Profile of the CLF Bookkeeper

CLF Bookkeeper is preferably a person with minimum qualification of Matric/ 10th pass and should have at least 2 -year experience of bookkeeping at the community level. Preference will be given to the female candidate.

Entity of the CLF Bookkeeper

The CLF bookkeeper is a staff of CLF. S/ he will have a formal agreement with the CLF which clearly depicts roles and responsibility, payment process, appraisal system and procedure of removal. S/ he will be a full time staff of CLF and work as per norms.

Characteristics of the CLF Bookkeeper

- S/ he must possess good knowledge of mathematics, basic accounting and having a Hindi writing ability and must be a resident of the Cluster.
- Shall not have membership in any of the CBO promoted by JEEVIKA.
- Shall not be a public/ elected representative like Mukhia/ Panch/ Ward member or any other.
- S/ he have patience and are sensitive to the rural poor women.
- S/ he must be vocal and should not have any constraints regarding mobility.
- S/ he should be in the age group of 18 to 45 years, effective from date of advertisement.

Roles and Responsibility of the CLF Bookkeeper

- Maintaining books of accounts and records of cluster level federation.
- Preparation of different financial reports on monthly basis. Providing guidance and supervision to VO Bookkeepers.
- Verification of Books of accounts and records of member VOs.
- Conduct and arrange periodic internal audit of member VOs.
- Ensuring statutory annual audit with the support of CLF EC. Preparation of CLF audit compliance reports and regular MIS updating.
- Preparation of annual report, AAP and budget of CLF and put it before EC for approval.
- Timely conduction of AGM of CLF and ensure Annual Return filing with the support of CLF EC.
- Preparation of documents of CLF for Registration under BSSC Act, 1996.
- Such other task as may be assigned by the CLF EC from time to time.

The interested candidates who fulfils eligibility criteria are requested to submit their application at CLF office, (_____) through hand drop, courier or postal in the prescribed format, within 15 days of publication of advertisement. The consolidated honorarium of a CLF Bookkeeper after confirmation of probation will be ranging from Rs. 3500/- Rs. 4500/- based on the work experience. The probation period shall be of 3-months. During the probation period a CLF Book Keeper will receive consolidated honorarium of Rs. 2000/- per month.

President

(_____ JEEVIKA Sankul Sangh, _____)