



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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Ref.: BRLPS/EST/91/06/1741

Date: 31/7/14

### OFFICE ORDER

In view of the fact that Mr. Kaustubh Pratik has resigned as AFM, there is a need to modify the earlier order issued vide letter no.-5230 and 5231 dated-27.01.14 and to reallocate districts and work among remaining SFMs/AFM and Finance officer working at SPMU. Accordingly reallocation of districts & work is done as follows:-

#### Mr. Ranjeet Kumar (FO)

1. Finalization of IUFR of BRLP, NRLM/NRLP for approval by CEO.
2. Compliance of Audit Report and statutory requirement of SPMU & allotted districts.
3. Support Procurement team member of Procurement/Review Committee under BRLP.
4. Review of Finance/Account of BRLP authentication of Cash Books vouchers of BRLP.
5. Dealing with all files related with BRLP expenditure except consultant files and tour & travel files.
6. Preparation of Utilization of BRLP and other Government agencies.
7. TA of PMs.
8. Final Settlement of staff of SPMU & allotted district .
9. Revision of financial rules considering scale up of project.
10. Finalization of Financial statement of BRLPS (NRLM, NRLP, MKSP & BRLP etc.).
11. Consolidation of final Budget of all Project.
12. Monitoring & reporting of BRLP(L.H.) & NFSM expenditure on monthly basis.
13. Provide financial advice on events organized by Thematic Head under BRLP/NRLM/NRLP Project.
14. Other tasks assigned by CEO/CFO as and when required.

#### Mr. Uday Kumar Verma (SFM)

1. Compliance of Audit report and statutory report of allotted districts,
2. Support Procurement team as member of Procurement/Review Committee, related with NRLM Project.
3. Review of Finance/Account & preparation of Financial statement of Accounts of NRLM.

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4. Authentication and signing of Cash Book and Vouchers of NRLM.
5. Final settlement of staff of allotted districts,
6. Preparation of Utilization Certificates of NRLM, NRLP & MKSP,
7. Accounting related to funding agency of NRLM,
8. Dealing with all files related with NRLM expenditure,
9. Correspondence with Govt. departments/agencies concerned towards accounting in NRLM,
10. TA of DPMs of NRLM districts.
11. BRS – NRLM/BRLPS/NRLP/MKSP/Other Accounts.
12. Preparation of Training Manual of Financial Management for project staff.
13. Files related with Individual consultant of all project/Tour and travels of all projects and files related with SGSY and pension contribution of Govt. Official.
14. Monitoring and Reporting for expenditure of MKSP/Gramvarta & other Govt. Animal Husbandry Department.
15. Provide financial advice on any event organized by thematic Head under BRLP/NRLM/NRLP Project.
16. Other tasks assigned by CEO/CFO as and when required.

**Mr. Suryakant Sharma (SFM)**

1. Finalization of IUFR, of NRLP project,
2. Compliance of Audit Report and statutory requirement of allotted districts,
3. Support procurement team as member of Procurement/Review Committee under NRLP,
4. Review of finance/Account of NRLP.
5. Preparation of Financial statement of NRLP.
6. Authentication and signing of Cash Book and Vouchers of NRLP.
7. Accounting relating to funding agency of NRLP.
8. Dealing with all files related with NRLP expenditure.
9. Income Tax-TDS-Return/Annual Return, TDS Certificate, Correspondance related with TDS.
10. TA of YPs and DPMs of NRLP district.
11. Final Settlement of staff of allotted district.
12. Audit manual & TOR of all project.
13. Correspondence with Govt. departments/agencies concerned with NRLP.
14. Files related with advance adjustment of Ajay Nand Sahay and EPF Contribution.

15. Provide financial advice on any event organized by thematic Head under BRLP/NRLM/NRLP Project.
16. Other tasks assigned by CEO/CFO as and when required.

#### **Mr. Sikendra Kumar (AFM)**

1. Preparation of IUFR of BRLP & NRLM.
2. SPMU Reconciliation of all projects.
3. Fund related issue of BRLP/NRLP/NRLM Units and quarterly variance report.
4. Final Settlement of staff of allotted districts.
5. Payment files of BRLP/MKSP verification before recommendation of CFO for approval of CEO.
6. Audit compliance of SPMU- all project & consolidation of all project.
7. Maintenance of claim Register.
8. Monthly Expenditure report of all project for funding agency
9. Preparation of Monthly Financial Report of BRLPS with physical achievement.
10. Verification of Day Books of all projects.
11. Provide financial advice on any event organized by thematic Head under BRLP/NRLM/NRLP Project.
12. Any Other task assigned by CFO/PO/SFM.

#### **Reallocation of districts**

##### **1. Mr. Suryakant Sharma (SFM)**

Samastipur, Gopalganj, West Champaran, Sitamarhi, East Champaran, Gaya, Madhepura, Saharsa & Supaul

##### **2. Mr. Ranjeet Kumar (FO)**

Khagaria, Begusarai, Madhubani, Vaishali, Jehanabad, Buxar, Lakhisarai, Chhapra and Bhojpur.

##### **3. Mr. Uday Kumar Verma (SFM)**

Patna, Bhagalpur, Jamui, Katihar, Rohtas, Muzaffarpur, Kishanganj, Araria, Sheohar, and Sheikhpura.

##### **4. Mr. Sikendra Kumar (AFM)**

Purnia, Nalanda, Munger, Banka, Arwal, Kaimur, Siwan, Darbhanga, Aurangabad & Nawada.



Concerned persons will ensure visits to the districts allotted to them and ensure proper maintenance of desired financial system. They will also ensure timely submission of IUFR/EPF/Audit Compliance, Statutory Compliance etc and provide support to the allotted districts. DPMs and other Managers should place financial issues if any before these officers.

This order would come in force with immediate effect.

**By the order of CEO**

*31.09.2014*

**(Kumar Anshumaly)**

Director

Distribution:-

1. CFO/FO/SFM/AFM
2. OSD/Director/AO
3. All SPMs and PMs
4. All DPMs/DPM Incharge
5. Concerned Files.