



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Date:- 19/4/2014

OFFICE ORDER

Mrs. Mahua Roy Chaudhary, Programme Coordinator (G & KM), in addition to her current roles and responsibilities, is also assigned the following responsibilities:-

1. She will act as YP and internship Co-ordinator and will be responsible for overall administration of YP and internship programme in BRLPS. This will include:-
 - i. Campus placement of Young Professionals (YPs) as per YP Policy. It includes preparation of visit plan to selected Management Institutions as per their campus placement programmes, deciding methods of selection, finalisation of selection panel, selection of candidates as per Reservation Policy of Government of Bihar, issuance of offer letter to selected candidates and coordinate all works and persons concerned with campus placement.
 - ii. Plan, organise and conduct joining of selected YPs, class room induction programme, village immersion and entrusting thematic assignments to YPs including posting in consultation with respective thematic heads.
 - iii. Formulate Probation Confirmation Process, administer the process and finalise probation confirmation report and communicate approval thereof to Young Professionals.
 - iv. Formulate Performance Evaluation Process, administer and finalise performance report including payment of performance incentive to YPs.
 - v. Support HR in coordinating all activities related to HR management as per HR Manual and administrative decisions applicable to YPs.
 - vi. Formulate Policy and Plan for summer internship programme from various Institutes. She would be supported by Ms. Anumeha, PM-SL&PM in discharge of above duties/tasks.
2. She is also given charge of SPM-Communication till posting of a full time SPM-Communication.


(Arvind Kumar Chaudhary)
Chief Executive Officer
-cum-
State Mission Director.

For distribution

1. Addl. CEO/Director/OSD/CFO/AO/FO/PS.
2. All PCs/SPMs & PMs.
3. All DPMs/In-Charge, All Thematic Managers, All BPMs/In-Charge & All YPs.
4. IT section.
5. Concerned File.