



# 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/Fin. Power/1/06/304**

**Date: 22.04.2014**

## Office order

In view of expansion of project activities to all districts and all blocks, it has been decided to devolve Programmatic, Administrative and Financial powers as per enclosures in respect of functioning of BPIUs and DPCUs. Such decision has been taken to enable authorized functionaries at different levels to take decisions and implement them in efficient manner.

This would come into effect from 24.04.2014 and would form part as addendum to HRD manual of BRLPS. All concerned authorities are directed to ensure circulation of the same among project staff and strict adherence to the directions contained therein.

Encl.: As above.

By the order of CEO,

*Om*  
22.04.2014

**(Kumar Anshumaly)**

Director

### Distribution:

1. CEO/Addl.CEO/OSD/CFO/AO/FO/PS
2. All PCs/SPMs/PMs/SFMs/AFMs
3. All DPMs/In-charge /All BPMs/In-charge
4. All Thematic Managers
5. All YPs
6. IT Section
7. Concerned file

**Devolution of Programme, Finance and Administrative Authority at BPIU**

(w.e.f. - \_\_\_\_\_)

<b>PROGRAMME PART</b>					
Sl. No.	Particulars	Programme Authority at BPIU level			
		CEO/Addl. CEO	DPM	TM/ Thematic Managers/ YP	BPM
A1	Preparation of AAP & Budget		Support preparation of AAP & Budget	Support preparation of AAP & Budget at DPCU/BPIU	Prepare Block level AAP & Budget
A2	AAP & Budget Approval		Submit AAP & Budget to SPMU for approval		
A3	Execution of the AAP & Budget	Full power	Based on approved AAP & Budget, will approve quarterly Action Plan for execution with intimation to the concerned SPM	Put up quarterly Action Plan of execution for approval	1. Prepare quarterly Action plan with due support from concerned Thematic Mangers / YPs and submit for approval. 2. Prepare execution plan For non recurring expenditure as per approved financial delegation.
A4	Hiring of Resource Persons/ Trainers		Approve as per the procurement guidelines with prior information to the concerned thematic SPM	Recommend to the DPM	Put up proposal
A5	Approval of Exposure visits of CBOs	Full power	Full power within state		Full power within district
<b>B Advance for Training Purposes</b>					
B1	Village level Training/event/exposure etc.	BPM may give full Budgeted amount as advance for a particular event on recommendation of concerned AC/ LS.			
B2	Out of the block exposure visit	BPM may give advance up to 75% of approved budget subject to the recommendation of the concerned AC/ LS.			
B3	Residential Training	BPM may give up to 60% advance against the approved budget for a particular event.			
B4	<p><b>Remarks:</b> 1. BPM will ensure that all bills and vouchers are submitted with due recommendation to account section within 15 days of completion of an event, 2. FM will ensure that all bills and vouchers submitted are verified and adjusted within 15 days of receiving the bills and vouchers. 3. If bills and vouchers are not submitted within 15 days, advance amount will be deducted from the salary/ any amount payable to the concerned staff. 4. BPM will furnish status of advance to DPCU along with absentee statement. 5. If Advance is given to any body other than staff, concerned BPM would be responsible for its recovery if required.</p>				

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<b>Admin. and Finance Part</b>					
		<b>For CC</b>	<b>For AC/ Livelihoods Specialist</b>	<b>For Accountant /OA</b>	<b>For BPM</b>
<b>C</b>	<b>Travel of Staff</b>				
C1	Approval of tour within DPCU area		BPM		DPM
C2	Approval of tour within State	On recommendation of BPM, DPM will approve			DPM
C3	Approval/Reimbursement/advance of TA/DA Claim		BPM		DPM
C4	Approval of FLTA/local travel as per admissibility		BPM		DPM
C5	<b>Remarks: 1. BPM will submit advance tour plan to DPM for approval. 2. DPM to approve detailed travel plan for outside state once programme is approved by the competent authority.</b>				
<b>D</b>	<b>Cheque Issuing Authority and Limit</b>				
D1	Cheque up to ₹ 50,000/- (fifty thousand) for CID Purpose - Project fund	BPM and Accountant or authorised signatory in absence of the Accountant			
<b>E</b>	<b>Salary of the Staff</b>				
E1	Recommendation of Absentee		BPM		Self
E2	Approval of Absentee	Mnager-HR will consolidate absentee of BPIU staff to be approved by DPM			
E3	Disbursement of salary to Staff	As per approved absentee, DPM to disburse the salary of all BPIU staff			
<b>F</b>	<b>Operational Office Expenditure</b>				
F1	Approval and payment of printing/Stationery	BPM is authorized to make expenditure up to ₹ 10,000/ per month			
F2	Approval and payment of computer/ printer Consumables purchase	BPM is authorized to make expenditure up to ₹10,000/per month			
F3	Approval and payment of Refreshment related to meeting etc.	BPM is authorized to make expenditure up to ₹ 10,000/per month			
F4	Maintenance of office equipment, furniture and fixtures	BPM is authorized to make expenditure up to ₹ 5,000/per month			
F5	Miscellaneous Office Expenditure	BPM is authorized to make expenditure up to ₹ 5,000/per month			
F6	<b>1. For expenditure upto 50% above the prescribed limits, approval of DPM would be required. 2. For expenditure exceeding more than 50% of the prescribed limit, approval may be given by AO on recommendation of DPM. 3. Local travel expenses incurred on daily basis by support staff would be approved by BPM upto a limit of ₹ 500/- in a month.</b>				
<b>G</b>	<b>Advance for Motorcycle / Cycle / Use of Motorcycle / Cycle for Official Purpose</b>				
G1	Recommendation of the application for advance	BPM			
G2	Approval of Advance	DPM to approve on recommendation of a committee formed by DPM consisting of FM, Manager-HR and one Thematic Manager/YP nominated by DPM.			
G3	Releasing the Advance amount	DPM			
G4	Recommendation of application for using own Motorcycle for official purposes		BPM		Self
G5	Approval for using own motorcycle for official purposes	DPM to approve on recommendation of DPCU Committee consisting of FM, Manager-HR and One Thematic Manager/YP nominated by DPM.			
G6	<b>Remarks: BPM will ensure that if motorcycle / cycle is not purchased within 30 days of release of advance, the advance will be recovered in one instalment.</b>				
<b>H</b>	<b>Laptop advance and maintenance</b>				
H1	Approval/ Payment of laptop advance and approval of Maintenance Allowance	DPM shall give approval of advance as per approved policy			DPM to approve Laptop advance and maintenance allowance as per approved policy
H2	<b>Remarks: DPM will ensure that if Laptop is not purchased within 30 days of release of advance, the advance will be recovered in one instalment.</b>				

<b>I Child Education Allowance</b>		
I1	Recommendation of application for availing child education allowance	BPM Self
I2	Approval of child education allowance	DPM DPM
<b>J Leave of Staff</b>		
J1	Approval of <b>CL/ SL/ Permission to leave head quarters</b>	BPM DPM
J2	Approval of <b>EL/LWP/HPL/Merger of leaves</b> (up to a limit of 15 continuous days, subject to availability)	BPM DPM
J3	Recommendation of application for <b>EL/LWP/HPL/Merger of leaves</b> (from 15 to 30 continuous days)subject to availability	BPM DPM
J4	Approval of EL/LWP/HPL (from 15 to 30 continuous days) subject to availability	DPM SPM-HR
J5	Approval of application for <b>Paternity Leave</b> (maximum up to 15 days)	BPM DPM
J6	<b>All types of leaves more than 30 days(except maternity leaves) will be approved by CEO/Adl. CEO/Director with prior recommendation of DPM.</b>	
J7	Recommendation of application for <b>Maternity Leave</b> (maximum up to 90 days)	BPM DPM
J8	Approval of <b>Maternity Leave</b> (maximum up to 90 days)	DPM SPM-HR
J9	<b>On recommendation of DPM, all types of leaves merged with maternity leaves shall be approved by CEO/Adl.CEO/Director.</b>	
<b>K Hiring of Office Premises</b>		
K1	Signing of agreement for hiring of Office Premises	For BPIU office, DPM is authorized to approve and sign on behalf of the Society up to a limit of ₹ 6,000 per month rent with carpet area up to 1500 square feet excluding parking and genset shade. Beyond this, DPM to sign after approval of AO/ OSD.
K2	Payment of monthly office rent	BPM
<b>L Telephone / Internet Connection</b>		
L1	Getting telephone and internet connection in the office	On the written request of BPM, DPM will give the approval
L2	Monthly expenditure on telephone and internet up to ₹ 4000/-	BPM to approve and make payment.
L3	Monthly expenditure on telephone and internet exceeding ₹ 4000/- upto ₹ 6000/	BPM with approval from DPM
L4	Monthly expenditure on telephone and internet exceeding ₹6000/	AO/OSD to approve on specific recommendatin from DPM.
<b>M Vehicle Hiring</b>		
M1	Hiring of Vehicle on monthly basis for official purpose	As per procurement guideline reiterated by letter no. 3578 dated 28.12.2012 limited to ₹ 22,000/ for vehicle rent plus fuel (@ 10 km per litre) upto 1300 km per month. Above this, approval would be given by AO/OSD on the basis of recommendations of DPM.
M2	Hiring of Generator on monthly basis for official purpose	As per procurement guideline reiterated by letter no. 3578 dated 28.12.2012 limited to ₹ 6000/ per month for generator rent, plus fuel (@ 1litre per hour for upto 150 hrs). Above this, approval would be given by AO/OSD on the basis of recommendations of DPM.

M3	Payment of hired vehicle / Generator	BPM		
M4	<b>The hired vehicle to be used for official purposes only. Any out of district movement of hired vehicle to be approved by DPM.</b>			
N	<b>Advance against Salary</b>			
A BPIU staff in case of emergency or extreme genuine requirement, may get advance against salary up to his/ her one month salary. After recommendation of BPM, DPM will give approval. This amount to be recovered in a maximum of five equal instalments.				
O	<b>Disciplinary Action</b>			
O1	Act of Misconduct which are not grave	In case of minor act of misconduct (As per HR-Manual) BPM is authorised to issue show cause notice, start proceedings against the employee, and can issue warning/reprimand if found guilty after making such enquiry as he / she deems fit. Every such punishment shall be intimated alongwith enquiry report to DPCU. The DPM will communicate the same to SPM-HR.		
O2	Grievous Act of Misconduct	In case of grievous act of misconduct (as per HR-Mannual), BPM is authorised to issue show cause/ conduct such preliminary enquiry as he / she deems fit and send report to DPM who will send his report to SPM-HR for further action.		
<b>Note:</b> BPM herewith refers to Block Project Manager or In Charge, DPM refers to District Project Manager or In Charge of the particular district, AO refers to Administrative Officer, OSD refers to Officer on Special Duty and YP refers to Young Professionals				

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**Devolution of Programme, Finance and Administrative Authority at DPCU**

Programme Part		Programme Authority at DPCU level							
Sl. No.	Particulars	CEO	Addl. CEO.	Director	P. Coordinator	AO/OSD	SPM	DPM	TM/ Thematic Managers/ YP/BPM
A1	Preparation of AAP & Budget				Guide and support the concerned themes in preparation of AAP & Budget		Support preparation of AAP & Budget	Cosolidate and prepare AAP & Budget	Consolidate and prepare thematic AAP & Budget on the basis of BPIUs proposal.
A2	AAP & Budget Approval	Full Power			Consolidate & Recommend the proposal		Consolidate & Recommend the proposal through P.C.	Recommend the AAP & Budget for approval as per templates/guidelines approved	Put up the proposal
A3	Execution of the Programme /workshop as per the approved AAP & Budget	Full Power						Based on approved AAP & Budget, will approve quarterly Action Plan of execution with intimation to the concerned SPM	Put up quarterly Action Plan of execution for approval
A4	Programme/workshop other than Approved Quaterly Plan and Budget but within AAP & Budget	Full Power	UP TO ₹ 5.0 lakh	Approval up to ₹ 2 lakh to concerned theme.	Approval upto ₹ 2 lakh to concerned theme.		Recommend to PC	Put up for approval to the concerned thematic SPM	Put up the proposal to DPM
A5	Programme/workshop other than Approved Plan and Budget	Full Power	UP TO ₹ 5.0 lakh	Recommend for approval relating to concerned theme.	Recommend for approval relating to concerned theme.		Put up for recommendation to P.C./Director	Put up for recommendation to the concerned thematic SPM	Put up the proposal to DPM
A6	Innovation Fund	Full Power	Approval up to ₹ 10.0 lakh		Approval on concerned theme upto ₹ 5 lakh		Recommend the proposal	DPM will prepare & recommend proposal and is authorised to make the expenditure as per approval.	Put up the proposal

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**Finance & Administrative Part**

Sl. No.	Particulars	Finance and Administrative Authority at DPCU level		
		For Thematic Managers/ TO/ YP	For Accountant /OA/Support Staff	For DPM
<b>B</b>	<b>Travel of Staff</b>			
B1	Approval of tour within state	DPM		Director/OSD
B2	Approval of TA & DA Claim	DPM(up to a limit of ₹ 20,000/- per month)		Director/OSD
B3	Payment and adjustment of TA/DA claim	DPM		
<b>C</b>	<b>Advance for outstation Tour</b>			
C1	Approval for tour Advance : as per the entitlement	DPM		Director/OSD
C2	Payment of advance for tour	DPM		
C3	<b>Remarks: 1. In the case of TA/DA claim exceeding the limit, the approval to be given by Director/ OSD on the basis of recommendation made by DPM (In case of TO, Managers, YPs, Accountant and OA),</b> <b>2. DPM will submit an advance tour plan to Director/OSD</b> <b>3. DPM to approve detail travel plan for outside state once programme is approved by the competent authority.</b> <b>4. Any claim beyond Entitlement shall require approval of competent authority.</b>			
<b>D</b>	<b>Cheque Issuing Authority and Limit</b>			
D1	For salary disbursement upto full amount	DPM and FM (In absence of FM, one of the DPCU staff authorized by the DPM)		
D2	Cheque upto ₹ 20,00,000 (Twenty lakh) for administrative, financial and Programme purposes- CID Purpose - DPCU Expenses	DPM and FM (In absence of FM, one of the DPCU staff authorized by the DPM)		
D3	Cheque more than ₹ 20,00,000 (Twenty lakh) for administrative, financial and Programme purposes- CID Purpose - DPCU Expenses	DPM will recommend and Director/OSD will approve		
D4	Cheque upto ₹ 30,00,000 (Thirty lakh) for CIF Purpose	DPM and FM (In absence of FM, one of the DPCU staff authorized by the DPM) to operate		
D5	Cheque exceeding ₹30,000.00 (Thirty lakh) upto ₹ 50,00,000 (Fifty lakh) for CIF Purpose as per the guideline - DPCU Expenses	DPM and FM (In absence of FM, one of the DPCU staff authorized by the DPM) to operate with the prior approval of Director/OSD		
<b>E</b>	<b>Salary of the Staff</b>			
E1	Recommendation of Absentee	Manager-HR		Self
E2	Approval of Absentee	Consolidated absentee of DPCU is to be approved by DPM		Self
E3	Disbursement of salary to Staff	As per approved absentee, DPM to disburse the salary of all DPCU and BPIU staff.		
E4	Statutory payment other than Salary (GIC, Pension, GPF, TDS of IT and VAT, Professional tax etc.)	DPM is authorized to make payment		
<b>F</b>	<b>Office Expenditure</b>			
<b>F1</b>	<b>Stationery and Computer Consumable Purchase</b>			
F1.1	Approval and payment upto ₹40,000.00 (Forty Thousand) in a month	DPM		
F1.2	Approval and payment of more than ₹ 40,000.00 (Forty Thousand) in a month	DPM with prior approval from Director/OSD		

<b>F2 Maintenance of Office Equipment and Furniture</b>	
F2.1	Approval and payment upto a limit of ₹15,000/- per month DPM
F2.2	Approval and payment for more than ₹15,000/- per month DPM with prior approval from Director/OSD
<b>F3 Miscellaneous /Meeting related Office Expenditure</b>	
F3.1	Approval and payment upto a limit of ₹25,000/- per month DPM
F3.2	Approval and payment of more than ₹25,000/- per month DPM with prior approval from Director/OSD
F3.3	<b>For meeting local travel expenses, incurred on daily basis by support staff, DPM to approve upto a limit of ₹ 500 at a time</b>
F4	<b>Issuing of certificate against TDS of IT/VAT (Form CII) and submission of requisite form as per rules.</b> DPM is authorised to issue certificate which will be prepared by FM
<b>G Advance for Training/workshop/event Purpose</b>	
G1	DPM may give advance upto 60% of the approved budget for a particular event.
G2	<b>Remarks: 1. DPM will ensure that all bills and vouchers are submitted with due recommendation to account section within 15 days of completion of an event, 2. FM will verify and adjust all bills and vouchers submitted within 15 days of receiving the same. DPM to ensure it. 3. If bills and vouchers are not submitted within 15 days, advance amount will be deducted from the salary/ any amount payable to the concerned staff. 4. If Advance is given to any body other than staff, concerned DPM would be responsible for its recovery if required.</b>
<b>H Advance for Motorcycle/Cycle and / use of motorcycle for official purpose</b>	
H1	Recommendation of the application for advance Three member committee consisting of DPM, FM and One Thematic Manager / YP nominated by DPM
H2	Approval for availing advance facility DPM Director
H3	Releasing the amount of advance DPM
H4	Recommendation of the application for using own Motorcycle for official purposes Three member committee consisting of DPM, FM and One Thematic Manager / YP nominated by DPM
H5	Approval for using own motorcycle for official purposes DPM Director
H6	<b>Remarks: DPM will ensure that if motorcycle / cycle is not purchased within 30 days of release of advance, the advance will be recovered in one installment.</b>
<b>I Laptop advance and maintenance</b>	
I1	Approval/ Payment of laptop advance and approval of Maintenance Allowance On recommendation of three member-committee consisting of DPM, FM and One Thematic Manager / YP nominated by DPM, approval shall be given by DPM as per approved policy.
I2	<b>Remarks: DPM will ensure that if Laptop is not purchased within 30 days of release of advance, the advance will be recovered in one installment.</b>



<b>J Leave of Staff</b>			
J1	Approval of CL/SL/Permission to leave Headquarters	DPM	Director/OSD
J2	Recommendation of application for EL/LWP/HPL/Merger of leaves (upto a limit of 15 regular days)	Self	FM for Accountant /Manager-HR for OA and support staff Self
J3	Approval of application of EL/LWP/HPL/Merger of leaves (upto a limit of 15 regular days)	DPM	Director/OSD
J4	Recommendation of application for EL/LWP/HPL (for more than 15 to 30 regular days)	DPM	Self
J5	Approval of Application for EL/LWP/HPL/Merger of leaves (for more than 15 to 30 regular days)	Director / OSD	
J6	Recommendation of application for Paternity Leave (maximum upto 15 days)	Self	FM for Accountant /HRM for OA and support staff Self
J7	Approval of application for <b>Paternity Leave</b> (maximum upto 15 days)	DPM	Director/OSD
J8	<b>All types of leaves for more than 30 days except maternity leave mentioned above shall be approved by Addl CEO/CEO.</b>		
J9	Recommendation of application for <b>Maternity Leave</b> (maximum upto 90 days)	Self	FM for Accountant /HRM for OA and support staff Self
J10	Approval of application for <b>Maternity Leave</b> (maximum upto 90 days)	DPM	Director / OSD
J11	<b>Remarks: All types of leaves merged with maternity leaves shall be approved by Addl CEO/CEO. The DPCU office will submit a status of staff leave records on monthly basis to Administration Unit in the prescribed format</b>		
<b>K Hiring of Office Premises</b>			
K1	Signing of agreement for hiring of Office Premises	For DPCU office, AO to approve and DPM is authorized to sign on behalf of the Society the rent amount upto a limit of ₹ 20,000/- per month upto carpet area 2500 square feet excluding parking and genset shade. Beyond this, Director/OSD to approve the agreement.	
K2	Payment of monthly office rent	For DPCU office, DPM is authorized to make payment	
<b>L Telephone / Internet Connection</b>			
L1	Getting telephone and internet connection in the office	DPM	
L2	Monthly expenditure on telephone and internet up to ₹ 6000/-	DPM to approve and make payment.	
L3	Monthly expenditure on telephone and internet exceeding ₹ 6000/	DPM to make payment with prior approval from Director/OSD.	
<b>M Child Education Allowance</b>			
M1	Recommendation of application for availing child education allowance	Manager-HR	Self
M2	Approval of child education allowance	DPM	Director

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<b>N Vehicle and Generator Hiring</b>									
N1	One Permanenet Vehicle at the DPCU	As per procurement guideline reiterated by letter no. 3578 dated 28.12.2012 limited upto ₹ 22000/month and fuel cost for maximum of 3000km @10km/litre.							
N2	Additional One vehicle for Districts having more than 5 and upto 12 Blocks and Additional Two vehicles for Districts having more than 12 Blocks	The Vehicle cost should not be more than ₹ 16000/-per month. The maximum Km should not exceed 2000 km and the fuel cost will be 10 km per litre							
N3	Hiring of Generator on monthly basis for official purpose	As per procurement guideline reiterated by letter no. 3578 dated 28.12.2012 limited to ₹ 6000/ per month for generator rent, plus fuel (@ 1litre per hour for upto 150 hrs). Above this, approval would be given by Director/OSD on the basis of recommendations of DPM.							
<b>O Advance Against Salary</b>									
A DPCU staff, in case of emergency or extreme genuine requirement, may get advance against salary upto his/her one month consolidated remuneration after approval of DPM. This amount to be recovered in a maximum of five equal installments. For DPM, approval to be given by the Director/OSD									
<b>Procurement : DPCU will follow the procurement guidelines in all procurement functions at DPCUs and BPIUs.</b>									
P	Particulars	CEO	Addl. CEO.	Director	P. Coordinator	AO/OSD	SPM	DPM	TM/ Thematic Managers/ YP/BPM
P1	<b>Procurement of Goods, Works and Non Consultancy sevicees for Official purpose</b>	Full Power	Up to ₹ 30 lakh	On recommendation of Procurement Specialist, Director will approve proposal up to ₹ 20 lakh.				DPM is authorised to make expenditure upto the threshold limit as per approved procurement guidelines	Put up the proposal
P2	<b>Procurement of Consultancy Services</b>	Full Power	Full power in absence of CEO					As per Procurement Guidelines	Put up the proposal
P3	<b>Procurement of Individual Consultants</b>	Full Power	Full power in absence of CEO					As per Procurement Guidelines	Put up the proposal
P4	<b>Approval for procurement plan</b>	Full power	Full power in absence of CEO				The PS will issue no objection on the approved procurement plan mentioned in the AAP and Budget. Other than the approved AAP and Budget, PS will recommend for approval.	DPM will prepare & recommend the procurement plan based on AAP and Budget	Put up the proposal
P5	Issuance of Bidding Document/P.O./Work Order							Full power up to threshold limit. Above threshold limit subject to prior approval of SPMU.	Put up the proposal
<b>Q Disciplinary Action</b>									
Q1	Act of Misconduct which are not grave	In case of minor act of misconduct (As per HR-Manual) DPM is authorised to issue show cause notice, start proceedings against the employee, and can issue warning/reprimand if found guilty after making such enquiry as he / she deems fit. Every such punishment shall be intimated alongwith enquiry report to DPCU. The DPM will communicate the same to SPM-HR.							
Q2	Grievous Act of Misconduct	In case of grievous act of misconduct (as per HR-Manual), DPM is authorised to issue show cause/ conduct such preliminary enquiry as he / she deems fit and send report to SPM-HR for further action.							

**Note:** BPM herewith refers to Block Project Manager or In Charge, DPM refers to District Project Manager or In Charge of the particular district, AO refers to Administrative Officer, OSD refers to Officer on Special Duty and YP refers to Young Professionals, P. Coordinator refers to Programme Coordinator.

DoP DPCU Enclosure of Ref No. 304 Dated: 29.04.2014

22/4/2014