



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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OFFICE ORDER

The project has formed Cluster Level Federation (CLF) at the sub-block / cluster level to nurture and strengthen the functioning of Village Organizations. It is important to strengthen and maintain the quality of CLF from the beginning and communitise the intervention at this level. In order to achieve this in a focused manner, the following decisions have been taken:-

1. A 'CLF Coordination Committee' is formed at the state level whose members will be PC- FI, SPM- IB&CB, SPM- CF, PM- MF, SPM- M&E, SPM- Livelihoods & Finance Officer. The committee will meet on monthly basis and review the CLF Communitization and functionality of financial, administrative and statutory systems under the guidance of Additional CEO.
2. A 'CLF Strengthening Committee' is formed at the district level whose members will be Manager (IB&CB), Manager- CF, Manager-MF, Manager Farm/ Non Farm/ Off Farm (any one), Manager- SD, Finance Manager and two Young Professionals nominated by the DPM. The committee will meet on monthly basis under the leadership of DPM/ In Charge to review the CLF Communitization and functionality of financial, administrative and statutory systems.
3. A 'CLF Quality Committee' is formed at the block level whose members will be CLF- AC, Accountant, Livelihood Specialist and two CLF leaders from each CLF in the block. This committee will be headed by the BPM/ In Charge. The committee will review the CLF performance as per AAP, Communitization and functionality of financial, administrative and statutory systems on a fortnightly basis.
4. The DPM/ In Charge will review the working of block level 'CLF Quality Committee' on monthly basis.
5. There will be a dedicated Training Officer at the district and 1 Area Coordinator in each of the blocks who will be responsible for nurturing and Communitization of CLF in the block (Refer to annexures attached).

Encl.: as Above


10/2/2014

(Arvind Kumar Chaudhary)

Chief Executive Officer -cum- State Mission Director

For distribution

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

Annexure-1

1. Roles and Responsibility of District CLF Strengthening Committee.

- Review fund management (timely release of fund and submission of indent & UC by CLF/ BPIU) at CLF level.
- Institutionalization of different thematic activities at CLF level through coordination with different thematic.
- Ensuring timely Cadre appraisal and payment through CLF on the timely basis.
- Completion of statutory requirements and compliances (Registration, Annual audit, Annual return filing etc.).
- Coordination and liaison with District Cooperative Office and ensuring VO and CLF registration.
- Ensuring quality book keeping and internal audit.
- Training Needs Assessment (TNA) of CRP, Cadre, CBOs and subcommittees and accordingly make capacity building plan and ensuring its capacity building.
- Convergence with govt. line department/ agencies for different programs and schemes at CLF/ VO level with the support of concerned thematic.
- Promotion of different livelihood intervention through PG with the support of concerned thematic.
- Coordination with bank branches /agencies for SHG bank linkages and insurance/TFI with the support of concerned thematic.
- Ensure approval of AAP and Annual budget.

2. Roles and Responsibility of Block CLF Quality Committee.

- Ensuring Establishment- CLF office finalization, CLF MoU with VO & BPIU, procurement of office establishment items and rolling out of Books of accounts.
- Ensuring role out of VO Masik Prativedan to CLF, and VO performance appraisal by CLF on quality indicators and AAP.
- Ensuring timely formation of sub-committees, training and its functionality.
- Ensuring timely cadre review and payment.
- Ensuring training and exposure to CBO and cadre.
- Ensuring proper ICF management (preparation of MP/ ILP, appraisal of MP/ILP, conduction of LCM and timely disbursement of ICF)
- Completion of statutory requirements and compliances (rotation of leadership, conduction of AGM, Special AGM, RGB/EC meeting etc.)
- Ensuring CLF Communitization.



3. Roles and Responsibility of Training Officer

The role of Training Officer will be to develop quality CLFs and building systems in CLF towards making them community controlled, managed and owned by them. He will work in close coordination with district and block committees. The major tasks will be-

- Completion of statutory requirements and compliances (such as annual audit, annual return filing etc.).
- Induction and training to CLF staff.
- Training and orientation to CLF OB/ EC members.
- Facilitate VO and CLF registration.
- Training Needs Assessment (TNA) of CRP, Cadre, CBOs and subcommittees and accordingly make capacity building plan.
- Training and exposure support to CLFs and cadre.
- Ensure Communitization of rotation of leadership at CBOs.
- Facilitate regular maintenance of books of accounts and generation of physical and financial reports.
- Facilitate Communitization of different activities in the area at CLF level with the support of different thematic.
- Facilitate networking and convergence with other agencies with the support of concerned thematic.
- Facilitate procurement at CLF level with the support of concerned thematic.
- Assist CLFs in developing internal audit and grading system with the support of concerned thematic.

4. Roles and Responsibility of CLF Area Coordinator

CLF Area Coordinator will work in close coordination with Training Officer, Block quality committee and CLF Executive Committee in order to build capacity of CLF, developing systems and communitization of different activities. The major tasks will be-

- Assisting GB/ RGB/ BOD in facilitating their meetings and setting agenda.
- Facilitating recruitment, induction, training and review to staffs and cadre.
- Assisting CLF in setting of administrative, financial and statutory systems.
- Orientation to CLF on different polices and facilitate implementation of the same.
- Support CLF in establishing internal review system.
- Facilitating formation of sub-committees and making them functional through training and exposure
- Facilitate conduction of LCM
- Support CLF in grading and internal audit of VO.
- Ensure timely submission of UC.
- Support CLF in roll out of community procurement process.
- Facilitate preparation of AAP and Annual budget and its role out.
- Facilitate conduction of AGM/ Special AGM.
- Facilitate completion of Annual report, Audit and Return filing.
- Facilitate MIS system development.



Annexure-2

List of CLF anchor person at districts and blocks				
Sl.	Name	District	Block	Designation
1	Rajeshwar Prasad	Supaul		TO
2	Gaurav Kumar	Supaul	Pratapganj	AC
3	Jitendra Kumar	Supaul	Chatapur	AC
4	Mukesh Prasad	Supaul	Basantpur	AC
5	Rakesh Ranjan	Supaul	Triveniganj	AC
6	Ramdarash	Khagaria		TO
7	Babloo Kumar	Khagaria	Alauli	AC
8	Rajiv Kumar	Khagaria	Chautham	AC
9	Om kant	Khagaria	Khagaria	AC
10	Jitendra Das	Madhepura		TO
11	Umesh Kumar	Madhepura	K.khand	AC
12	Santosh Kumar	Madhepura	Muraliganj	AC
13	Rajiv Rai	Madhepura	Madhepur sadar	AC
14	Md. Sohail	Madhepura	Bihariganj	AC
15	Ajay Kumar	Madhepura	Udakishanganj	AC
16	Md. Saifulla	Madhepura	Gwalpara	AC
17	Rajesh Kumar	Saharsa		TO
18	Ashok Kumar	Saharsa	Sonbarsa	AC
19	Praveen Kumar	Saharsa	Patharghat	AC
20	Ashok Kumar	Saharsa	Sourbazar	AC
21	Om Prakash	Purnia		TO
22	Rakesh Ranjan	Purnia	Banmankhi	AC
23	Rai Vishal Kishor	Purnia	B Kothi	AC
24	Rajesh kumar Thakur	Purnia	Baisi	AC
25	Sanjay Kumar Mehta	Purnia	Rupauli	AC
26	Rakesh Kr Panday	Purnia	Dhamdaha	AC
27	Subhash Ch Pathak	Purnia	Amour	AC
28	Ajay Kumar	Purnia	Bhawanipur	AC
29	Rahul Kumar Jha	Muzaffarpur		TO
30	Digambar Pd Yadav	Muzaffarpur	Muraul	AC
31	Arun kumar	Muzaffarpur	Meenapur	AC
32	Rajiv Ranjan	Muzaffarpur	Sakra	AC
33	Rajnish Kumar	Muzaffarpur	Kurhani	AC
34	Ramakant Mandal	Muzaffarpur	Mushari	AC
35	Pintu Choudhry	Muzaffarpur	Bochaha	AC
36	Anil Kumar	Muzaffarpur	saraiya	AC
37	Shiv Shankar	Nalanda		TO
38	Gopi Krishna	Nalanda	Sarmera	AC
39	Sunil Kumar	Nalanda	Nagarnausa	AC
40	Anand Kumar	Nalanda	Noorsarai	AC
41	Rakesh Kumar	Nalanda	Rajgir	AC
42	Rajesh Kumar	Nalanda	Biharsarif	AC

43	Poonam kumari	Nalanda	Rahui	AC
44	J.P. Byahut	Nalanda	Harnaut	AC
45	Amarndra Kumar	Madhubani		TO
46	Gyanendra Rakesh	Madhubani	Jaynagar	AC
47	Rupesh Kumar	Madhubani	Pandaul	AC
48	Ashok Kumar Ram	Madhubani	Jhanjharpur	AC
49	Vijay Kumar Singh	Madhubani	Lakhnaour	AC
50	Sanjay Kumar	Madhubani	Benipatti	AC
51	Arunodaya Prakash	Madhubani	Khajauli	AC
52	Neeraj Kumar Sinha	Madhubani	Rajnagar	AC
53	Sanjay Kumar	Gaya		TO
54	Anil Kr Thakur	Gaya	Khizersarai	AC
55	Kailash Kr Mandal	Gaya	Tankuppa	AC
56	Ravi Anand	Gaya	Barachatti	CC
57	Devendra Kr	Gaya	Manpur	AC
58	Pramod Kr	Gaya	Bodhgaya	AC
59	Vijay Kumar Singh	Gaya	Atri	AC
60	Birendra Kumar	Gaya	Dobhi	AC
61	Law Kr Mishra	Gaya	Sherghati	AC
62	Amit Kumar Singh	Gaya	Amas	AC
63	Jay Prakash Kumar	Gaya	Wazirganj	AC
64	Lalit Kumar	Gaya	Gurua	AC

