

# 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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Ref.No. : BRLPS/Acctts/260/11/ 5599

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### Office Order

In modification of earlier issued office order reference no. **BRLPS/Acctts/260/11/4437** dated **25.03.2013**, operational guidelines for payment to community professionals are being issued as follows:

1. DPCUs will ensure timely transfer of fund to Cluster Level Federations (CLFs)/Village Organizations (VOs) through BPIUs for payment of honorarium to respective community professionals. This transfer of fund will be for four months at a time on regular basis, as per requisition in prescribed format duly forwarded by VOs/CLFs and BPIUs. The subsequent indent for payment of honorarium to community professionals must be supported by a '**consolidated utilization certificate of at least 70 percent of earlier transferred fund**' from concerned CLFs/BPIUs.
- 2.1 **For the payment of community professionals (where CLF is operational)**  
(as per the triggers mentioned in the CLF policy)
  - a. The VOs under the fold of CLF will raise the indent (in the format as per Annexure-A) supported by the utilization certificate (in the format as per Annexure-C) for the fund earlier transferred for its community professionals (individuals) to the concerned CLF.
  - b. The CLF will raise the consolidated indent (VO wise) together with its own community professionals (individuals) to the DPCU (in the format as per Annexure-B) supported by consolidated utilization certificate (in the format as per Annexure-D). The process will be facilitated by BPIU.
  - c. The indent/consolidated indent of honorarium as well as utilization certificate/consolidated utilisation certificate, will be for four months at a time.
  - d. The requisite fund will be transferred directly to CLF by respective DPCU on the basis of indent raised by CLF within the a week time and advice of the same will be sent to BPIU for its own record.
  - e. Consequently, the CLF will transfer the requisite fund (for four months at a time) to respective VOs for payment of honorarium (including incentives, travelling and other incidental costs) to its community professionals. The respective VOs will ensure payment of its community professionals on monthly basis through account payee cheque.
  - f. For the Community Professionals concerned with CLF the payment of their honorarium (including incentives, travelling and other incidental costs) will be calculated on the basis of approved payment policy and made directly by CLF on monthly basis through account payee cheque.

## **2.2. For the payment of community professionals (where CLF is not operational)**

- a. The VOs will raise the indent (in the format as per Annexure-A) supported by the utilization certificate (in the format as per Annexure-C) for the fund earlier transferred in respect of its community professional (Individuals) to the concerned BPIUs.
- b. The BPIU will raise the consolidated indent (VO wise) including the community professionals at cluster level/PG (in the format as per Annexure-B) to the DPCU supported by consolidated utilization certificate (in the format as per Annexure-D).
- c. The indent/consolidated indent of honorarium as well as utilization certificate/consolidated utilization certificate, will be for four months at a time.
- d. The requisite fund will be transferred to BPIUs by respective DPCU on the basis of indent raised by BPIUs within a week time.
- e. Consequently, the BPIUs will transfer the requisite fund (for four months at a time) to respective VOs for payment of honorarium (including incentives, travelling and other incidental costs) to its community professionals. The respective VOs will ensure payment of its community professionals on monthly basis through account payee cheque.
- f. For the community professionals at cluster level/PG (where CLF is not operational), the payment of honorarium (including incentives, travelling and other incidental costs) should be calculated based on approved payment policy and made directly by BPIU through account payee cheque on monthly basis.

## **3. For the payment of community professionals (where VO is not operational)**

- a. For the community professionals at village level (where VO is not operational), the payment of honorarium to the community professionals (including incentives, travelling and other incidental costs) should be made directly by BPIU through account payee cheque on monthly basis.
  - b. The BPIU will raise the indent (in the format as per Annexure-A) supported by the utilization certificate (in the format as per Annexure-C) for the fund earlier transferred (Professional wise) to the concerned DPCU.
  - c. The indent/consolidated indent of honorarium as well as utilization certificate/consolidated utilization certificate, will be for four months at a time.
4. It would be the responsibility of concerned FM/In-charge to ensure timely release of advance against honorarium payment of community professionals to their concerned VOs/PGs/CLFs within 7 days of fund requisition for payment to community professionals with due diligence after getting required utilization certificate/receipt and payment of previous advance.



5. In case of delay in transfer of fund from BPIUs/DPCUs, inspite of the fact that BPIUs/CLFs have submitted utilization certificate/ receipt and payment of previous advance and requisition of fund for next four months duly recommended by BPM/ In charge, the concerned VOs/ CLFs will pay to community professionals from their corpus which will be adjusted after receiving funds from concerned BPIUs/DPCUs.


6. Each DPCU has to dedicatedly nominate at least one accountant for payment of community professionals. It would be the responsibility of concerned BPM/BPM-in charge to ensure submission of utilization certificates/receipt and payment from all VOs/CLFs to DPCU in time.

7. Each DPCU will ensure timely dispatch of advice (in Hindi) regarding payment of community professionals to the concerned CLFs vis-à-vis BPIUs. BPIUs need to ensure proper record keeping related to payment to community professionals at VOs/PGs/CLFs and BPIU level (where CLF is not operational).

8. It would be the responsibility of concerned BPM/In charge to provide handholding support to CLFs/VOs/PGs in submitting requisition of advance with recommendation along with submission of utilization certificates of earlier advance under CID component.

9. Timely payment to all community professionals on monthly basis will be reviewed at DPCUs and BPIUs level with due diligence. It should essentially be an agenda for review both at DPCUs and BPIUs in the monthly meeting.

Timely payment to community professionals should be one of the most important responsibilities of DPMs, Managers- IB&CB, FMs, Managers-CF and BPMs and it is also directed that Managers-IB/CB will be the nodal person at district level for ensuring the above instructions be diligently followed.

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

**Annexures:**

- A. Indent requisition from VOs/PGs to DPCU for CPs payment
- B. Consolidated indent requisition from CLFs/BPIUs to DPCU for CPs payment
- C. Utilization certificate from VOs/PGs to DPCU for CPs payment
- D. Consolidated utilization certificate from CLFs/BPIUs to DPCU for CPs payment
- E. Bank Advice (in Hindi)

**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. Concerned File.
5. IT section.



(Annexure - B)

# Consolidated Indent of Honorarium for Community Professionals

(BPIU/CLF to DPCU)

Indent Period: from \_\_\_\_\_ to \_\_\_\_\_ (FY: \_\_\_\_\_ )

Name of District:

Block:

Cluster/CLF:

Bank Account No. of CLF:

Branch:

IFSC code of bank account (CLF):

Name of VO/PG/CLF (ग्राम संगठन/उत्पादक समूह/संकुल संघ के नाम)	Types of CPs (CP के प्रकार)	No. of CPs (CP की संख्या)	Opening balance in head of CP Hon.(Rs.) (अवशेष राशी)	Total Proposed Hon.)	Other Proposed Amt. (T.A+ incentives etc)	Total Proposed Amt. (Hon. + other claim)	Net proposed amount (Rs.)
			(A)	कुल प्रस्तावित मानदेय (B)	अन्य प्रस्तावित राशि (यात्रा भत्ता + प्रोत्साहन आदि) (C)	कुल प्रस्तावित राशि (मानदेय + अन्य दावा) (D=B+C)	कुल प्रस्तावित राशि (रु. में) (E= D-A)

Net Proposed Amount (in words): \_\_\_\_\_

(कुल प्रस्तावित राशी): \_\_\_\_\_

CLF: (अध्यक्ष का हस्ताक्षर)

(सचिव का हस्ताक्षर)

(कोषाध्यक्ष का हस्ताक्षर)

Stamp of Community Institution (मुहर सहित):

Enclosures: Copy of previous utilization certificate (if any)

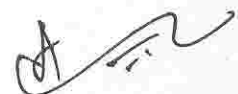
Indents of CPs honorarium ( VO/PG)

Copy of bank account details of VO/PG (one time)

Recommended By: (Area Coordinator)

(Block Project Manager)/ In charge

(Recommendation would be done after verifying required honorarium payment details of community professionals as submitted)



## Utilization Certificate of Community Professional Honorarium

Annexure-C

(VO/PG to DPCU/CLF)

UC Period: from \_\_\_\_\_ to \_\_\_\_\_ (FY: \_\_\_\_\_ )

Name of District:

Block:

Cluster:

Name of V.O/PG:

Bank A/c No:

Branch:

Name of CLF

Type of Community Professionals (CP के प्रकार)	No. of CP (CP की संख्या)	Opening balance against CP Hon. (अवशेष राशि)	Total amount Demanded for CP honorarium payment (based on previous indent)	Total Amt. Paid to CPs (Hon. + other claim)	Total Unutilized Amount (Total Opening + Demand - Total paid)
			(पिछले मांगपत्र के आधार पर) CP मानदेय भुगतान के लिए मांग की कुल राशि	कुल राशि. तीन महीने में CP (मानदेय + अन्य दावा) के लिए भुगतान किया	कुल अप्रयुक्त राशि
		A	B	C	D= (B+C) - A

यह प्रमाणित किया जाता है कि उपरोक्त राशि का व्यय उसी प्रकार से किया गया है, जिस हेतु एवं अवधि के लिए यह स्वीकृत किया गया था तथा इस भुगतान से संबंधित सभी दस्तावेज VO / CLF के पुस्तकों पर संघारित हैं।

ग्राम संगठन अथवा उत्पादक समूह : (अध्यक्ष का हस्ताक्षर) (सचिव का हस्ताक्षर) (कोषाध्यक्ष का हस्ताक्षर)

समुदायिक संस्था का मुहर :

संलग्न (एक बार) : CP के बैंक खाते की कॉपी  
VO/PG के बैंक खाते की कॉपी

Recommended by : (Area Coordinator) ( Block Project Manager/ In charge)



(Annexure-D)

## Consolidated Utilization Certificate of Community Professional Honorarium

(BPIU/CLF to DPCU)

UC Period: from \_\_\_\_\_ to \_\_\_\_\_ (FY: \_\_\_\_\_)

Name of District:					Block:	Cluster:	
Name of CLF:							
Account No. (CLF):					Bank:	Branch:	
IFSC code of bank account (CLF):							
Name of VO/PG/CLF (ग्राम संगठन/ उत्पादक समूह/ संकुल संघ)	Type of Community Professionals (CP के प्रकार)	No. of CP (CP की संख्या)	Opening balance against CP Hon. (प्रस्तावित राशी)	Total amount Demanded for CP honorarium payment (based on previous indent)	Total Amt. Paid to CPs (Hon. + other claim)	Total Unutilized Amount (Total Opening + Demand - Total paid)	
				(पिछले मांगपत्र के आधार पर) CP मानदेय भुगतान के लिए मांग की कुल राशि	कुल राशि. तीन महीने में CP (मानदेय + अन्य दावा) के लिए भुगतान किया	कुल अप्रयुक्त राशि	
			A	B	C	D = (B+C) - A	

यह प्रमाणित किया जाता है कि उपरोक्त राशि का व्यय उसी प्रकार से किया गया है, जिस हेतु एवं अवधि के लिए यह स्वीकृत किया गया था तथा इस भुगतान से संबंधित सभी दस्तावेज VO/CLF के पुस्तको पर संघारित हैं।

संकूल स्तरीय संघ: (अध्यक्ष का हस्ताक्षर)

(सचिव का हस्ताक्षर)

(कोषाध्यक्ष का हस्ताक्षर)

समुदायिक संस्था का मुहर :

संलग्न (एक बार) : CP के बैंक खाते की कॉपी  
CLF के बैंक खाते की कॉपी

Recommended by : (Area Coordinator)

(Block Project Manager/ In charge)

(Recommendation would be done after verifying required honorarium payment details and record keeping of community professionals as submitted)

सेवा में,

शाखा प्रबंधक महोदय

.....

विषय : ग्राम संगठन/सी.एल.एफ को ..... फंड(राशि.....) हस्तांतरण करने के संबंध में।

महाशय,

उपरोक्त विषय के संबंध में सूचित करना है कि चेक संख्या ..... दिनांक ..... के द्वारा ..... मद की राशि ..... (शब्दों में .....

.....) को नीचे वर्णित निम्नलिखित ग्राम संगठन/सी.एल.एफ/बी.पी.आई.यू के बचत खातों में हमारे बचत खाता संख्या (.....) से हस्तांतरित की जाय।

खातों का विवरण निम्न प्रकार है।

क्र. सं	ग्राम संगठन/सी.एल.एफ/बी.पी.आई.यू का नाम	बचत खाता संख्या	राशि

आपका विश्वासी

(जिला परियोजना प्रबंधक)

प्रतिलिपि:- ग्राम संगठन/सी.एल.एफ/बी.पी.आई.यू

