



# 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. :

BRLPS/1707/523/14/1082

Date : 17/7/15


### Office Order

DPCU will transfer the CHNCC Fund to the respective nodal VOs under CIF head based on six months' indent submitted by nodal CHNCC VO. Nodal VO along with indent will attach the endorsed list of beneficiaries. The LCM is required only during initial CHNCC establishment stage. Once the CHNCC is established and first CHNCC fund is transferred, including one time establishment & revolving fund then in next stage there is no need of LCM to be conducted. However based on the indent of fund request given by nodal CHNCC VO, concerned CC, AC and BPM will sign and recommend to the respective senior official for fund transfer to the nodal VO. After utilization of 60% budget on CHNCC food cost, the nodal VO will send the next indent of CHNCC fund request for six months in prescribed format. The prescribed format of indent is enclosed herewith.

2. The CHNCC fund will be transferred in the existing Bank Account of nodal VO only. Hence there is no need of separate Bank Account for CHNCC. As bank account is same the main cash book will be maintained monthly at VO level by VO book Keeper and subsidiary cash book will be maintained by Jeevika Saheli. Jeevika Saheli will also maintain goods inward register and stock register for financial accounting purpose. The Jeevika Saheli will submit monthly bills & vouchers along with expenditure details to the nodal VO.

3. The Nodal VO will also submit quarterly Utilization Certificate (UC) to the concerned BPIU. The VO book Keeper has the responsibility of preparing quarterly UC for the VO and submit it to the concerned BPIU. The prescribed format of UC is enclosed herewith for your kind reference.

4. Whenever CHNCC (cooking of meals) will be closed for more than 15 days the concerned DPM will be responsible to inform same in writing to SPMU. The concerned BPMs will be responsible for day to day functioning of CHNCCs in the block and if it is closed for any reason, the BPM will resolve the issue at block level only. DPCU will settle all earlier pending payments related to CHNCC expenditure made by CLF/nodal VO from their own corpus fund by the end of July 2015.

  
(Dr. N. Vijaya Lakshmi)  
Chief Executive Officer  
-Cum-  
State Mission Director

CC:

1. All DPMs/FMs/Managers-H&N
2. Director/OSD/AO/CFO/PS/FO/AFM/PO
3. All PCs/SPMs/PMs/SFMs
4. IT Section

मांग पत्र सामुदायिक स्वास्थ्य एवं पोषण केन्द्र				
नोडल ग्राम संगठन का नाम			गाँव का नाम	
सामुदायिक स्वास्थ्य एवं पोषण केन्द्र का नाम			जीविका सहेली का नाम	
संबंधित ग्राम संगठन का नाम				
गर्भवती महिलाओं की संख्या			बैंक का नाम	
धাত্রि महिलाओं की संख्या			बैंक शाखा का नाम	
07-12 माह के कुल बच्चों की संख्या			बैंक खाता संख्या	
13-24माह के कुल बच्चों की संख्या				
समय :से..... तक.....				
क्रम संख्या	सामुदायिक स्वास्थ्य एवं पोषण केन्द्र बजट घटक	उप बजट शीर्ष	दर/इकाई रुपये में	टिप्पणी
1	one time CHNCC cost	Establishment Fund one time	50000/-	One Time Fund
		Revolving Fund one time	150000/-	
2	CHNCC Management Cost			
	Food Cost A	pregnant & Lactating mother	32 /- per member per day X30 days X 6months X no. of members	
	B.	07 to 12 months children	10/- per child per day	Not to be released till further instruction
c.	13 to 24 month children	25/- per child per day		
3	cost other servixes	Honorarium of two cooks + Rent+ Medical camp	4500/- per monthX 6 months	
4	Contingency Cost		200/- per monthX 6 months	
Total Cost (A)				
Balance Fund(B)				
Total Fund required (A+B)				

Rs. In words-----

Signature of President, Secretary/Treasurere of Nodal with Stamp

Signature of CC

Recommended by AC

Signature of BPM

*Handwritten signature and date 12/17/15*

## Utilization Certificate for CHNCC

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Name of the Nodal VO:	Name of Village:
Name of the CHNCC :	Name of Panchayat:
Name of Cluster:	Bank A/C No.(Nodal VO/CHNCC) :
Name of Block:	
Name of District:	Bank Branch Name:

UC Period: From..... To.....(FY: )

Sl.No.	CHNCC Budget Components	Opening Balance	Total Fund Recieved	Total Fund Utilized	Total Unutilized Fund	Remarks
		(A)	(B)	(C)	(A+B)-C	
1	Operating Cost of CHNCC (one time)					
2	Recurring Cost(Food & other cost)					
<b>Total</b>						

Rs.(Unutilized Amont in Words).....

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 नोडल VO/CHNCC के पुस्तकों पर संधारित है ।

Signature of Book Keeper

Signature of Nodal  
VO President with  
stamp

Signature of  
Secretary/Treasurer  
of Nodal VO with  
stamp

*Handwritten Signature*  
17/7/15

Verified by CC

Recommended by AC

Approved By BPM/IC