



# 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/Estt/512/12/16<sup>09</sup>

Date: 02.09.2015

### Office Order

With a view to bring functional clarity between State Project Manager-MIS and State Project Manager-M&E and accordingly division of IT support staff and systems, SPM-MIS has been assigned the following role and responsibilities:

1. To maintain Data Base Management
2. To incorporate New Modification, Customization in the existing application
3. To Maintain all existing IT Application Database Server & Equipment's
4. To take up operationalization of MIS, Provide Technical Support to All Concerns for rolling out of the MIS
5. To Bring IT innovations in the Society
6. To Manage partners hired by the Society
7. To review staffs within the theme.
8. To capacitate project staff on software skills & MIS etc.
9. Any other tasks assigned by the Society.

### **The following IT staff will Report and support to SPM-MIS:**

1. Md. Hasnain Yunus-System Analyst
2. Mr. Raheel Zaman Siddiqui-Data Administrator
3. Mr. Deep Kamal-IT Associate
4. Mr. Rajesh--IT Associate
5. Mr. Manoj--IT Associate
6. Mr. Diwakar-IT Associate

SPM-M&E would continue to discharge assigned roles and responsibilities of M&E except MIS functions as above.

The following IT staff would report to SPM-M&E with Jobs assigned as mentioned against their names:

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**1. Santosh Raman, SA:**

- Website Troubleshooting and related work
- Biometric Attendance system Maintenance
- Internet Connection troubleshooting
- Support in IT related Procurement
- Delivery of services in absence of Chandan Kumar, DA
- Any other task assigned from time to time.

**2. Chandan Kumar, DA:**

- maintenance and troubleshooting with Tally ERP
- Data fetching from BRLPS MIS and Performance vs Achievement data compilation
- E-Mail server Management
- Delivery of services in absence of Santosh Raman, SA
- Any other task assigned from time to time.

**3. Niraj, ITA:**

- AAP preparation
- Data Management and report preparation
- LAN and Network Maintenance
- Back-up and restoration of project related data and reports
- Delivery of services in absence of Mr. Rahul Kaushik, ITA
- Any other task assigned from time to time.

**4. Rahul Kaushik, ITA**


- Date Preparation and uploading on website and sharing with line departments
- Report collection from districts and other thematic
- Delivery of services in absence of Niraj, ITA
- Any other task assigned from time to time.

This is issued with the approval of the Chief Executive Officer.

All the above staff

Copy to

1. Director, OSD, AO, CFO, SFMs, PS & AFM
2. All PCs, SPMs, PMs, DPMs, FMs, Manager-HR & BPMs
3. IT Section,
4. Concerned File

  
(Arun.Kumar Sah) 2/9/25

State Project Manager-HRD