



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/Project/266/12/ 177

Date: 20.04.15-

OFFICE ORDER

There is need to streamline the Management Information System (MIS) of BRLPS and enforce regularity in review protocols at all levels of the Project including at the level of CBOs. For ensuring this, following guidelines should be strictly followed :-

1. Profiles relating to the Village Entry, Self Help Groups, Producer Groups, Members mobilised into SHGs & PGs, Village Organisations, SHGs mapped with Village Organisation, Cluster Level Federations, VOs/ PGs mapped with CLFs should be maintained by the concerned Area Coordinator and kept at the BPIU level.
2. Profiles relating to the Community Cadre providing service to CBOs should be maintained at BPIU Level.
3. Profiles of Community Resource Persons should be linked with the CBO to which they belong and the same should be maintained at the BPIU level.
4. When a SHG bank account is opened or credit linkage is done, the account should be tagged with the SHG Profile in the manual as well as in the application.
5. If an SHG undergoes micro planning process and Loan Committee Meeting recommends for the release of the fund for the same, the micro plan should be made automated.
6. The District should release Community Investment Fund to CBO only when if CBO profile and Micro Plan for ICF are updated.
7. The District should ensure updation of all the trainings before settling of the related bill in the accounts section.
8. The PGs/VOs/CLFs transactional entry should be automated on the monthly basis.

9. At district level, there should be a review committee consisting of 3 members, which should review the updation status on the fortnightly basis.

These processes should be made operational from 1st of July, 15. In between the Districts should equip themselves with the system and connectivity along with hiring of the Operators. The District should ensure that all the profiles of the CBOs & Community Professionals along with the CBOs (CLFs, VOs & PGs) transactional data get automated by 30th June,15 . The SPMU M & E team should ensure completion of training to Data Entry Operators within 15 days of their hiring and orientation of Project Staff on this before 15th May, 15.



(Dr. N. Vijaya Laxmi)

CEO cum State Mission Director

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Copy to :

1. Director, OSD, All PCs, AO & CFO
2. All SPMs, FO, PS, PMs, All SFMs, AFM
3. All DPMs/In-charge DPMs, FMs, Thematic Managers
4. All BPMs, Young Professionals
5. IT Section