



# 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. No.:BRLPS/Estt./11/06/Part-II of MP XIV / 245

Date:- 29.04.2015

### OFFICE ORDER

Mrs. Mahua Roy Chaudhary, Programme Coordinator (G&KM) is assigned the following responsibilities:-

1. She will act as YP and internship Co-ordinator and will be responsible for overall administration of YP and internship programme in BRLPS. This will include:-
  - I. Campus placement of Young Professionals (YPs) as per YP Policy. It includes preparation of visit plan to selected Management Institutions as per their campus placement programmes, deciding methods of selection, finalization of selection panel, selection of candidates as per Reservation Policy of Government of Bihar, issuance of offer letter to selected candidates and coordinate all works and persons concerned with campus placement.
  - II. Plan, organize and conduct joining of selected YPs, class room induction programme, village immersion and entrusting thematic assignments to YPs including posting in consultation with respective thematic heads.
  - III. Formulate Probation Confirmation Process, administer the process and finalize probation confirmation report and communicate approval thereof to Young Professionals.
  - IV. Formulate Performance Evaluation Process, administer and finalize performance report including payment of performance incentive to YPs.
  - V. Formulate Policy and Plan for summer internship programme from various Institutes. She would be supported by Ms. Anumeha, PM-SL&PM in discharge of above duties/tasks.
2. She will act as Partnership Coordinator for the BIF-2 finalists and will be responsible for management of the Partnership Program in BRLP. This will include,
  - I. Development of partnership frameworks, guidelines, policies and procedures, regulatory framework and a dispute redressal mechanism.
  - II. Create a shelf of projects in consultation with thematic heads suitable for implementation through partnership mode.
  - III. Transaction Management, Monitoring and Evaluation and Stakeholder Relationship Management.
  - IV. Facilitate development and distribution of various knowledge products including case studies, best practices, short films, web resources, and blogs.
3. She will act as Coordinator –National Support Organisation (PRADAN) Partnership and will be responsible for overall execution of the agreed deliverables in consultation with concerned Thematic Heads.
4. She will act as the Coordinator for development of documentary films, event coverage, short films and creating an archive of important interventions for portraying the activities of BRLPS.

  
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The responsibilities will include development of TOR for hiring agencies and transaction management processes.

5. She will be responsible for drafting agenda notes, preparing presentations for EC and GB meetings and will also be responsible for drafting Sanlekhs and Cabinet notes in consultation with OSD.
6. She will be responsible for monitoring, upgradation and updation of BRLPS website.

 29/4/15

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

For Distribution

1. Director/OSD/CFO/AO/FO/PS
2. All PCs/SPMs/PMs
3. All DPMs/In charge, All Thematic Managers, All BPMs/ In charge and all YPs
4. IT Section
5. Concerned File