



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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Office Order

Process of Transition of Assets Created by SHPIs in JEEVIKA

For a smooth transition of the assets created by different SHPI (Self Help Promoting Institutions) into JEEVIKA, the following process will be adopted.

1. The detail of assets will be provided to JEEVIKA. The status report will give information about the name of the asset, its quantity, rate at which it is purchased, date of purchase etc.
2. The concerned district will cross- verify the assets and their status based on the list provided by the SHPIs physically.
3. Minutes of the meeting detailing about the cross- verification of assets along with the status will be signed by the DPCU and SHPI representative. A copy of minutes will also be sent to SPMU.
4. The verified assets will be transferred to the concerned CBO (Community Based Organisation).
5. The assets will be used in a block/ district for which it is meant.
6. The stock entry should be ensured in the stock book of concerned CBO. The concerned CBO will do a physical verification of assets on half yearly basis and submit a report to the DPCU.
7. After the issuance, the concerned CBO will look after the upkeep of the assets and BPM will provide support in its maintenance.

By the order of CEO,


(Braj Kishore Pathak)
Officer on Special Duty

Copy to:

1. DPMs-Sitamarhi and Madhubani.
2. Manager IB&CB-Sitamarhi and Madhubani.
3. Director/CFO/AO/FO/PS/PO/AFM
4. All PCs/SPMs/PMs/SFMs
5. IT Section