



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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Office Order

Village Organization Bookkeeper Policy in JEEVIKA (REVISED)

In the project, village organizations are providing several financial and social services to the SHGs which include savings from SHGs, routing of CIF, managing CMs and their honorarium, health risk fund, food security fund etc. Apart from this, many VOs are engaged in availing various services and benefits of government schemes and programmes. Incorporating all the above services that VOs are providing to SHGs, timely and quality updating of books of accounts and nurturing of VO is of paramount importance. In order to maintain VO books of accounts and records, ensuring generation of financial reports and its nurturing, a CLF staff namely 'VO Bookkeeper' is envisaged which is functioning across the project. Based on the field experience, certain amendments are required in the existing policy of VO Bookkeeper. This will then augment the functioning of CBOs and strengthen its entity.

Entity of VO Bookkeeper

The 'VO Bookkeeper' is a part time staff of CLF. S/ he will have a formal agreement with the CLF which clearly depicts roles and responsibility, payment process, appraisal system and procedure of removal. One VO bookkeeper will provide services to maximum of 5 VOs.

Profile of VO Bookkeeper

'VO Bookkeeper' is preferably a rural woman/ man or SHG member or ward/ spouse of the SHGs members who will act as a facilitator for village organisation. S/ he should have a minimum qualification of 10th pass. The main responsibility will be to facilitate VO meeting, writing its books of records and responsible for overall nurturing of the VO. Preference will be given to a candidate from SC/ ST or vulnerable HHs.

Characteristics of VO Bookkeeper

- Preferably a woman from the same cluster villages and preferably from the same community or SHG member or wards of the SHG members. However, in case of unavailability of such candidate spouse of the SHG member/ rural man may be considered.
- Shall be minimum 10th class pass and must possess good knowledge of language, mathematics and calculation. S/ he should also have a good writing skill. In case of 10th class pass candidate is not available then 8th class pass may be considered with the mentioned eligibility criteria.
- Shall not be a public/ elected representative like mukhia/ panch/ ward member or any other.
- Shall have patience and are sensitive to the rural poor women.
- Shall be vocal and should not have any constraints regarding mobility.
- Shall be in the age group of 20 to 45 years, effective from date of advertisement.

Roles and Responsibility of VO Bookkeeper

1. S/ he will participate in all the VO meetings and facilitate the meeting processes to inculcate the concepts of 'SAPTASUTRA' within the VO.
2. S/ he will update the books of record in VO meeting.
3. S/ he will prepare different financial reports on monthly basis i.e. receipt and payment, income and expenditure statement, reconciliation of bank passbook, utilization certificate etc. and put it before VO EC for approval.
4. Providing guidance and supervision to Community Mobilisers in effective bookkeeping by them.
5. Preparation of VO audit compliance reports.
6. Regular MIS updating.
7. S/ he will be responsible for conducting VO level Micro plan of the concern VO.
8. S/ he will facilitate the VO and ensure timely repayment of all type of loans from VO to CLF.
9. S/ he will be responsible for preparation and submission of all type of Utilisation Certificate (UC) with due discussion with the concern SHG and VO and submit it to the CLF/ BPIU office.
10. S/ he will be responsible in preparation of all types of document related to bank account opening, forms related to convergence etc. at the VO level.
11. S/ he will also support the VO in preparation of 'Masik Pratedan' to be presented in the CLF meeting every month.

Selection Process of VO Bookkeeper

1. Existing VO Bookkeeper

The triggers for existing VO bookkeepers to avail the new honorarium will be as-

- Agreement done between VO bookkeeper and CLF.
- Updating of all BoR of VOs and certification from the CLF/ concern AC.
- Submission of 'Mashik Pratedan' in the CLF.

The process of transition to the new honorarium slab shall be completed by March'15.

2. In a New Village Organisation

- During the community mobilization drive (by CRP or staff), 2-3 members will be identified who fulfills the criteria of VO bookkeeper.
- The identified members are then endorsed by all the participating VOs.
- The mobilisation team will involve representatives of VOs (from the local village/ nearby village) to test the suitability of candidate and send the list to BPIU for their trainings.
- The same discussion shall be duly accepted in the combined VO meeting and minutised in the meeting register of the VOs. A resolution copy to be attached with the profile of the VO bookkeeper selected as an Intern.
- Some of the Interns are also deselected during the trainings. A debriefing on the training to be held at the block level where the trainer scores on each of the trainee. This needs to be shared with the VOs which will approve the recommendation saying the discontinuation of the VO bookkeeper.
- The newly selected VO bookkeeper will work as an Intern for 3 months' time.
- After the formation of CLF, s/ he will have a formal agreement with CLF for an initial of 1 year. Depending on the performance, agreement will be extended further. Till the time, CLF is not formed; the newly selected VO bookkeeper will have a formal agreement with the BPIU.

3. When the Cluster Level Organisation is Formed

- After the formation of CLF, new VO bookkeeper will be identified and selected by the CLF only.
- CLF EC will discuss about the selection of 'VO bookkeeper' in their meeting and take decision regarding the same. The concerned Area Coordinator will facilitate CLF EC meeting and discuss eligibility criteria, roles and responsible for VO bookkeeper.
- Further, CLF will constitute a committee of 5 members including 2 OB member and 3 RGB members under the leadership of Secretary. The committee will be responsible for completion of selection process of 'VO bookkeeper'.
- CLF will call for the application from eligible candidates through advertising at public places or informing concerned CBOs working in the area. The concerned Community Coordinator shall facilitate the selection process. The schedule for selection process is as-
 1. The candidates will submit the application form at the CLF office through hand drop.
 2. The candidates may submit the application form within 15- days of date of publication of advertisement.
 3. The CLF will display the name of shortlisted candidates within a week of last date of receipt of application form.
 4. Within 7- days of publication of name of shortlisted candidates, CLF will conduct written test and interview.
 5. Within a week of date of interview, CLF will publish the list of finally selected candidate.
- As per performance on the written test, the committee will shortlist 2-3 candidates for final interview. Further, the committee will conduct final interview and finalize one 'VO bookkeeper' based on experience and performance. Area Coordinator will assist the selection committee and facilitate the selection process.
- The committee will submit the final selection list to CLF EC for its approval. The selected 'VO bookkeeper' will be under internship for 3-months. The CLF Executive Committee will take the decision for final selection of VO bookkeeper. A resolution for taking the services of particular VO bookkeeper with 3-months internship will be recorded in the CLF EC meeting minute's book.
- She will have a formal agreement with the CLF for an initial of 1 year. Depending on the performance, agreement will be extended further.

Capacity Building of the VO Bookkeeper

During the Internship period, selected Interns will be imparted intensive residential trainings. The district training cell along with other thematic managers will organise the following training for the Interns.

During the Internship Period

1. VO concept and management (3days): 2days classroom and 1day field exposure.
2. VO Books of accounts and records (7days)
3. Exposure on best practices to see the functioning of VO and VO bookkeeper (1day)
4. All the Bank and convergence documents (2days)

After gaining some practical experience in the field, following customized trainings will be organized for the VO bookkeeper.

During the First year

1. CLF concept and management (3days): 2days classroom and 1day field exposure.
2. VO MIS (2days)
3. VO level Micro Planning (4days)
4. Concepts of Livelihoods (2days)
5. HRF and FSF (2days)
6. Micro insurance (1day)
7. VO Convergence (1day)
8. PG Concept and Management (3days)

During the Second year

1. VO Systems (4days)
2. Refresher training on VO Books of records (3days)
3. Exposure to best practices to see the functioning of VO and VO bookkeeper (2days)

Internship and Confirmation

VO Bookkeeper will be under internship for a period of 3-months and will be having a formal agreement with the CLF. CLF EC will confirm the internship of VO bookkeeper after review of the performance. The internship of new VO bookkeeper may be cancelled in case of no significant improvement/ development in their skills on VO accounting and facilitation. Internship confirmation or rejection shall be minutised in the VO/ CLF meeting minute's book.

Triggers of Successful Completion of Internship

- She has successfully completed the trainings.
- The VO bookkeeper is conducting regular and timely VO meetings and updating all Books of Records.

Appraisal of VO Bookkeeper

1. Timely conduction of VO meetings and VOs are following principles of Sapta Sutra.
2. Updating of all books of accounts and records of VO.
3. Preparation of VO Masik Prativedan and timely submission to BPIU/ CLF.
4. Preparation of Micro plan of the VOs.
5. Preparation of all types of document related to bank account opening, bank linkages, forms related to convergence etc. of SHGs.
6. Facilitation of the VO and timely repayment of all type of loans from VO to CLF.
7. Preparation and submission of all type of Utilisation Certificate (UC) with due discussion with the concern VO and submit it to the CLF/ BPIU office.

Payment of the VO Bookkeeper

1. During the internship period, BPIU/ CLF will pay Rs. 1000/- (lump sum) per month to Intern through account payee cheque.
2. After the confirmation, BPIU/ CLF will review the performance of VO bookkeeper on monthly basis and release the honorarium based on their performance by account payee cheque. It should be recorded in the books of accounts including the payment voucher.

Payment Matrix (for 1 VO bookkeeper servicing for 5 VOs)

Period (Age of VO Bookkeeper)	Honorarium (per VO)	Contribution		
		VO	CLF	PROJECT
During the Internship Period	Rs. 1000.00	-	-	By the Project
1 st Year	Rs. 400.00 per month per VO (Rs. 2000/- per month for 5 VOs)	Rs.100/- per month per VO	-	Rest amount by the Project
2 nd Year	Rs. 500.00 per month per VO (Rs. 2500/- per month for 5 VOs)	Rs.200/- per month per VO	Rs. 500/- per month (fixed)	Rest amount by the Project
3 rd Year	Rs. 600.00 per month per VO (Rs. 3000/- per month for 5 VOs)	Rs.300/- per month per VO	Rs. 750/- per month (fixed)	Rest amount by the Project
4 th Year	Rs. 700.00 per month per VO (Rs. 3500/- per month for 5 VOs)	Rs.400/- per month per VO	Rs. 1000/- per month (fixed)	Rest amount by the Project
5 th Year and Onwards	Rs. 700.00 per month per VO (Rs. 3500/- per month for 5 VOs)	Rs.500/- per month per VO	Rs. 1000/- per month (fixed)	-

1. A VO bookkeeper will give her services to a maximum of 5 VOs.
2. The VO will contribute a compulsory saving every month and will be given to VO Bookkeeper as her honorarium from the VO.
3. The tapering of contribution from the CLF and project will be done as described in the matrix above. Till the time the concerned CBOs is not formed, the payment to the VO Bookkeeper will be done by the project.

Provision for Yearly Increment

After successful completion of 12 months after the induction period, CLF may give its VO bookkeeper, an annual increment in accordance to the payment matrix. The CLF will ensure that an annual increment will only be given to that VO bookkeeper who is discharging her duty as per the roles and responsibility mentioned. Before taking the increment, the VO Bookkeeper has to show the closure of VO BoR as on 31st March. The EC will have the right to hold the increment and give VO bookkeeper a chance to improve upon.

Termination/ Discontinuance of the VO bookkeeper

BPIU/ CLF Executive Committee may terminate VO bookkeeper with one month prior notice on the following ground-

1. If there is a financial discrepancy by VO bookkeeper or she is involved in an illegal activity and it has been proved.
2. Indiscipline and erratic behavior.
3. She is not able to discharging her duties and responsibilities.
4. She is not following the organization norms.

Initially, BPIU/ CLF EC will give so cause notice to VO bookkeeper before termination and provide one month duration for reply. If she is not able to give appropriate response or EC is not satisfied with the reply, VO bookkeeper will be finally terminated. The decision of Executive Committee with reason for termination of VO bookkeeper must be minutised in the minute book of SHG/ VO/ CLF meeting and the same shall be communicated to her. In the same way, if a VO bookkeeper wants to leave the job then she will have to give one month prior notice to BPIU/ CLF.

In the case of discontinuance due to any person reason, the VO Bookkeeper will have to give one month prior notice to BPIU/ CLF.

Handwritten signature and date: 20/2/15

(Dr. N. Vijaya Lakshmi)

Chief Executive Officer-cum-State Mission Director

Encl.: Annexure1: Format of BIO DATA of VO Bookkeeper
Annexure2: Format of Information of Selected VO Bookkeeper to BPIU/ CLF
Annexure3: Application invited for VO Bookkeeper
Annexure4: Contract between VO Bookkeeper and Cluster Level Organization

For Distribution:

1. OSD/Director/CFO/AO/FO/PS/PO
2. All PCs/SPMs/PMs/SFMs/AFMs
3. All DPMs/FMs/Managers-IB&CB/BPMs
4. IT Section

Annexure1: Format of BIO DATA of VO Bookkeeper

Post applied for:

Name:

Father's/ Mother's/ Husband's name:

Date of Birth:

Telephone/ Mobile No.:

Gender:

Category:

Address for Correspondence-

House No. /Street:

City/ town/ village:

State:

Pin Code:

Permanent Address-

House No. /Street:

City/town/village:

State:

Pin Code:

Education details-

Sl.	Level of Education	Board/University	Year of passing	% of marks

Work Experience detail-

Organization Name	Designation	Area of Experience	Highlights of success	Experience in month

Declaration:

1. The above information furnished is true to my best of knowledge.
2. I am not an elected public representative.

Signature of the Candidate

Annexure2: Format of Information of Selected VO Bookkeeper to BPIU/ CLF

To
Block Project Manager/ President,
BPIU/ CLF: _____

Subject: Information regarding selected VO Bookkeeper

Personal Profile of VO bookkeeper			
Name of VO bookkeeper			
Sex		Age	
Father's /Husband's Name			
Whether the selected VO bookkeeper is part of any SHG? If yes, name of SHG and Village			
Address of VO bookkeeper			
Bank A/c Details/ Status			
Educational Qualification			

Name of Village Organisation: _____

Signature with Stamp		
President	Secretary	Treasurer

Annexure3: Application invited for VO Bookkeeper

The project has formed village organizations at village level for ensuring that project benefits reach to the members which gradually empower rural poor women to come out of poverty. In order to maintain VO books of accounts and records on weekly basis, ensuring generation of financial reports and nurturing of groups, a CLF staff namely 'VO bookkeeper' is envisaged which is functioning across the project.

Entity of VO bookkeeper

The 'VO bookkeeper' is a part time staff of CLF. She will have a formal agreement with the CLF.

Profile of VO Bookkeeper

VO Bookkeeper shall be a rural woman/ man or SHG member or ward/ spouse of the SHGs members who will act as a facilitator for village organisation. S/ he should have a minimum qualification of 10th pass. Preference will be given to a candidate from SC/ ST or vulnerable HHs.

Characteristics of VO Bookkeeper

- Preferably a woman from the same cluster villages and preferably from the same community or SHG member or wards of the SHG members. However, in case of unavailability of such candidate spouse of the SHG member/ rural man may be considered.
- Shall be minimum 10th class pass and must possess good knowledge of language, mathematics and calculation. S/ he should also have a good writing skill.
- Shall not be a public/ elected representative like mukhia/ panch/ ward member or any other.
- Shall have patience and are sensitive to the rural poor women.
- Shall be vocal and should not have any constraints regarding mobility.
- Shall be in the age group of 20 to 45 years, effective from date of advertisement.

Roles and Responsibility of VO Bookkeeper

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3. S/ he will prepare different financial reports on monthly basis i.e. receipt and payment, income and expenditure statement, reconciliation of bank passbook, utilization certificate etc. and put it before VO EC for approval.
4. Providing guidance and supervision to Community Mobilisers in effective bookkeeping by them.
5. Preparation of VO audit compliance reports.
6. Regular MIS updating.
7. S/ he will be responsible for conducting VO level Micro plan of the concern VO.
8. S/ he will facilitate the VO and ensure timely repayment of all type of loans from VO to CLF.
9. S/ he will be responsible for preparation and submission of all type of Utilisation Certificate (UC) with due discussion with the concern SHG and VO and submit it to the CLF/ BPIU office.
10. S/ he will be responsible in preparation of all types of document related to bank account opening, forms related to convergence etc. at the VO level.

The interested candidates who fulfill eligibility criteria are requested to submit their application at CLF office, (_____) through hand drop in the prescribed format, within 15 days of publication of advertisement. The consolidated honorarium of a VO bookkeeper after confirmation of internship will be ranging from Rs.2000/- Rs. 3500/- based on the work experience. During the internship period a VO bookkeeper will receive consolidated honorarium of Rs. 1000/- per month.

President

(_____ JEEVIKA Sankul Sanga, _____)

Annexure4: Contract between VO Bookkeeper and Cluster Level Organisation

करारनामा

यह एकरारनामा आज दिनांक को जीविका "ग्राम संगठन/संकुल संघ" ग्राम पता.....
.....-प्रथम पक्ष

एवं

श्री/श्रीमती उम्र पिता/पति पता/ ग्राम
एवं पो0-द्वितीय पक्ष के बीच
हस्ताक्षरित किया गया ।

इस एकरारनामे के तहत ".....जीविका "ग्राम संगठन/संकुल संघ" के द्वारा श्री/श्रीमती
.....की सेवाओं को स्वयं सहायता समूह/ग्राम संगठन के सेवार्थ/सहायतार्थ निम्नलिखित मान्य बिन्दुओं
परपदनाम..... के रूप में अंशकालिक तौर पर अनुबंधित करती है।

1. यह कि 'संगठन/संघ' श्री/श्रीमती को प्रशिक्षण अवधि को सफलतापूर्वक पूरा करने के बाद स्वयं सहायता समूह/ग्राम संगठन सेवार्थ/सहायतार्थ अंशकालिक तौर एक साल तक के लिए अनुबंधित करती है।
2. यह कि श्री/श्रीमती को लगभग सभी 10 से 12 स्वयं सहायता समूहों या 4 से 5 ग्राम संगठन के सप्ताहिक/पाक्षिक/मासिक बैठक कराने, "स्वयं सहायता समूह/ग्राम संगठन" अद्यतन प्रतिवेदन, खाताबही का हिसाब रखने एवं अन्य गतिविधियों में समन्वय के लिये मासिक मानदेय रु0/- प्रति माह देय होगा।
3. यह कि ग्राम स्तर/पंचायत स्तर/संकुल से बाहर कार्य करने जाने की स्थिति में यात्रा भत्ता एवं अन्य भत्ता संगठन/संघ द्वारा देय होगा एवं सहमति के आधार पर आपकी सेवाओं को समय समय पर किसी अन्य संगठन/संस्था को हस्तान्तरण कर सकती है एवं जिसके एवज में उचित मानदेय दिया जाएगा।
4. यह कि 'संगठन/संघ' द्वारा श्री/श्रीमती की सेवाओं को समय-समय पर मूल्यांकन कर मानदेय एवं कार्य अनुबंध संबंधित सभी निर्णय लेने का अधिकार होगा।
5. यह कि श्री/श्रीमती , द्वितीय पक्ष ने इस करार को पढ़/पढ़ा करके अच्छी तरह से समझ लिया है एवं उसके पश्चात् ही हस्ताक्षर किया है।

हस्ताक्षर

हस्ताक्षर

द्वितीय पक्ष-

प्रथम पक्ष- सचिव

अध्यक्ष

मुहर "ग्राम संगठन /संकुल संघ"

गवाह

1.

2.

अनुलग्नक :

1. मान्य पहचान पत्र
2. जन्मतिथि प्रमाण पत्र