



# 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

CUG SIM cards have been issued to employees of BRLPS working at SPMU and across the districts. Problems relating to centralized accounting of call charges at SPMU level and other practical difficulties are being experienced. So, there is need for decentralizing the work of accounting of various CUG related charges at DPCU level. In this view, following instructions are given.

- 1) In every district, Manager-HR would work as nodal person for handling CUG issues at districts level. In the absence of regular Manager-HR the Manager handling HR issues (In charge-Manager-HR) would be designated by DPM to act as such and the same would be communicated to SPMU and Vodafone, the service providing agency.
- 2) CUG SIM cards already issued to any official would be retained by him/her so long as he/she is posted in a particular district. Once he/she is transferred from there CUG SIM card would be surrendered to the Manager who is notified as Nodal officer of the district for the purposes by the employees on transfer.
- 3) After CUG has been surrendered by the concerned employee, the same would be immediately informed to the agency with copy to SPMU for deactivation of the number. After receipt of the surrendered CUG SIM, the service provider would immediately be informed with a copy to SPMU to deactivate the CUG SIM.
- 4) After joining of the new incumbent to take over, it would again be informed to the service provider agency for reactivating the SIM card. The Agency may take a 48 - hours before reactivation of the concerned CUG SIM card.
- 5) Bill upto deactivation of the CUG SIM card would be against the employee who was using the SIM card till then. Bill after reactivation of the same would be credited to the account of the new incumbent taking over charge in place of the transferred person. Bill regarding CUG related charges would be generated in the name of actual user after reactivation.
- 6) Bills would be sent to the concerned districts and would be processed by the nodal person and submitted to the district Accounts Section for payment. This should be done within a week and details of the payment be sent to the SPMU Accounts Section.
- 7) The SIM becomes unusable due to loss / stolen or for any other reason, duplicate SIM card may be allotted by the nodal officer who will also mail a request to Vodafone Coordinator for the swapping of the CUG number on new SIM card.
- 8) Data of all CUG SIM numbers will be maintained in a Register along with CUG file. Summary/status of all CUG numbers activated / de-activated will be maintained in format - I.

Format – I :

Format for CUG Register:-

S.No	Name of Position	CUG No	SIM No	Head Unit BRLP/NRLM/ RLP	Name of Employee (To whom sim allotted)	Allotted Page No.	Remarks
1	Accountant-01						
2	Accountant-02						
3	Accountant-03						
4	Office Assistant-01						
5	Office Assistant-02						

9) Details activation/de-activation/ chargeable Value Added Services for a CUG number, a separate Page of Register will be allotted and required entries will be made in format- II.

Format - II

Sl. No	Date/Time	Employee Name	Emp . Id.	Receiver's Signature &Date	Details of additional service	Reference Details	Surrender De-activation			Remarks
							Date	Time	Sign	

All concerned should ensure strict adherence to the above guidelines. For any clarification AO/PC-G&KM may be contacted.

By the Order of CEO

  
**(Rajesh Parimal)**  
Administrative Officer

Copy to :

1. All DPMs/Manager-HR/Manager- Finance
2. Director/OSD/AO/FO/SFMs/PCs
3. IT Section
4. Concern file.