



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

1<sup>st</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax: +91-612-250 4960, Website:www.brlp.in

Ref:- BRLPS/Estt/21/06/2015

Date:- 23.06.2015

### OFFICE ORDER

Consequent upon repatriation of services of Sri Subodh Ram, CFO and assigning additional charges of the post of Chief Finance Officer to Sri Uday Kumar Verma, State Finance Manager in SPMU and joining of Sri Manish Kumar as State Finance Manager, re-distribution of various works of Finance Wing has become necessary.

2. Re-allocation of all finance works among the CFO (I/c) /FO/SFMs/ AFM has been done as per **Annexure – "A"** attached herewith;

3. All members of Finance Team shall work in team spirit and in case of exigencies, whenever so required, allocation of works shall not be treated as bottleneck and in such cases, the CEO/ CFO may entrust any additional responsibility to any member of the team;

4. All team members shall ensure smooth functioning of the Finance wing and utmost care shall be taken to avoid delay in processing of files/ settlement of claims / adjustment of outstanding advances. ;

5. All members of the finance team shall ensure full transparency / sharing financial information / reports for smooth functioning.

All Finance team shall ensure strict compliance of this order with immediate effect.

Sd/-

( Dr. N. Vijaya Lakshmi)  
Chief Executive Officer

ENCL : annexure – "A" (5-PAGES)

Copy forwarded for Information and necessary action to :

- (i) Officer on Special Duty/ Director/ Administrative Officer SPMU, Patna;
- (ii) CFO(I/c) / FO/ SFMs / AFMs, SPMU, Patna
- (iii) All PCs/PS/ SPMs/PMs/PO, SPMU, Patna
- (iv) All DPMs / District Finance Managers

( Dr. N. Vijaya Lakshmi)  
Chief Executive Officer

22/6/15

**ANNEXURE – “A”**

**(i) SRI RANJIT KUMAR, Finance Officer**

Sl	Works & responsibilities assigned	Districts allocated for Financial Monitoring
1	Monitoring / finalization of Monthly Financial Progress Report / Quarterly IUFRRs of BRLP districts and consolidation thereof for its timely submission to State Government, funding agencies (WB) / CAAA and TTL Approval including all correspondence related therewith,	<i>District Allotted as Nodal Officer vide Order No. 176 dated 20-04-2015</i>
2	Finalization of AAP & Budget of BRLP including consolidation including dealing with proposals for re-appropriation	
3	Monthly Financial Progress Report of EAP	<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>Begusarai</b></div> <i>Other District Allotted for regular financial monitoring:</i>  1. Muzaffarpur 2. Madhubani 3. Khagaria 4. Gaya 5. Nalanda 6. Purnea 7. Begusarai
4	Fund management under BRLP in SPMU and DPCUs	
5	Maintenance / Authentication of Payment/Receipt/Journal Vouchers Cash Book of SPMU including Bank Reconciliation of all BRLP Bank Accounts	
6	Support Procurement / Review Committees for all matters relating to BRLP	
7	Monitoring Internal Audit / statutory audit including compliance of audit observations of all allotted districts	
8	Regular review of monthly financial reports of SPMU and BRLP including Inter District /Project fund reconciliation of BRLP districts	
9	Preparation / Submission of Utilisation Certificates / Re-imbusement Claims under BRLP	
10	Final Settlement of out-going staff of allotted DPCUs	
11	Dealing TA/DA Claims of Project Managers of SPMU	
12	DPCUs/BPIUs staff training & Capacity building on FM issues in allotted districts	
13	Finalisation of Annual Financial Statements of BRLP (all BRLP districts and consolidation thereof)	
14	All files related to BRLP Expenditure including monthly salary disbursement of SPMU	
15	Regular monitoring of financial issues / complaints of BRLP including allotted districts	
16	Any other works as specifically assigned by CEO / CFO	

*DD  
23.06.2015*



**(ii) SRI SURYA KANT SHARMA, State Finance Manager**

Sl	Works & responsibilities assigned	Districts allocated for Financial Monitoring
1	All Statutory Compliance under Income Tax Act, 1961 including deductions at source, timely deposits, filling of quarterly / Annual Returns / Issuance of Certificates of deduction of tax at source to deductee (s) at SPMU	<p><i>District Allotted as Nodal Officer vide Order No. 176 dated 20-04-2015</i></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Saran</b></div> <p><i>Other District Allotted for regular financial monitoring:</i></p> <ol style="list-style-type: none"> <li>1. Patna</li> <li>2. Jehanabad</li> <li>3. Aurangabad</li> <li>4. Nawadah</li> <li>5. Bhojpur</li> <li>6. Buxar</li> <li>7. Saran</li> <li>8. Siwan</li> <li>9. Gopalganj</li> <li>10. Sheikhpura</li> <li>11. Arwal</li> </ol>
2	Providing all technical support to DPCUs on issues relating to Income Tax	
3	Support Procurement / Review Committees for all matters relating to NRLP	
4	Fund management under NRLP in SPMU and NRLP Districts	
5	Maintenance / Authentication of Payment/Receipt/Journal Vouchers Cash Book of NRLP in SPMU including Bank Reconciliation of all NRLP Bank Accounts	
6	TA / DA Claims of all DPMs/YPs/ Project associates/ Accountants /Staffs of SPMU	
7	Monitoring Internal Audit / statutory audit including compliance of audit observations of all allotted districts	
8	Regular review of monthly financial reports of SPMU and NRLP including Inter District /Project fund reconciliation of NRLP districts	
9	Preparation / Submission of Utilisation Certificates under NRLP to State Government / MoRD	
10	Final Settlement of out-going staff of allotted DPCUs	
11	Finalisation of Annual Financial Statements of NRLP including consolidation thereof)	
12	DPCUs/BPIUs staff training & Capacity Building on FM issues in allotted districts	
13	All files related to NRLP Expenditure	
14	Regular monitoring of financial issues / complaints of NRLP including allotted districts	
15	Any other works as specifically assigned by CEO / CFO	

*23/06/2015*

**(iii) SRI MANISH KUMAR, State Finance Manager**

Sl	Works & responsibilities assigned	Districts allocated for Financial Monitoring
1	All Statutory Compliance under Employees Provident Fund (Miscellaneous Provisions) Act, 1952 and VAT Act 2005 including deductions at source, timely deposits, filling of quarterly / Annual Returns / Issuance of Certificates to deductee (s) at SPMU	<i>District Allotted as Nodal Officer vide Order No. 176 dated 20-04-2015</i>
2	Providing all technical support to DPCUs on issues relating to EPF / VAT	<b>Vaishali</b> <i>Other District Allotted for regular financial monitoring:</i> <ol style="list-style-type: none"><li>1. Vaishali</li><li>2. Saharsa</li><li>3. Madhepura</li><li>4. Katihar</li><li>5. Kishanganj</li><li>6. Arraria</li><li>7. Sitamarhi</li><li>8. Sheohar</li><li>9. Darbhanga</li></ol>
3	Monitoring /finalization of Monthly Financial Progress Report / Quarterly IUFRRs of NRLM /NRLP /MKSP districts and consolidation thereof for submission to NMMU	
4	Fund management under NRLM in SPMU DPCUs	
5	Maintenance / Authentication of Cash Book of NRLM in SPMU including Bank Reconciliation of all NRLM Bank Accounts	
6	Appointment of Internal Auditors / Statutory Auditors of BRLPS including finalizing audit programme and follow up action	
7	TA/DA Claims of all FO/SFMs/PO	
8	Monitoring Internal Audit / statutory audit including compliance of audit observations of all allotted districts	
9	Regular review of monthly financial reports of SPMU and NRLM including Inter District /Project fund reconciliation of NRLM districts	
10	Preparation / Submission of Utilisation Certificates under NRLM to State Government / MoRD	
11	Final Settlement of out-going staff of allotted DPCUs	
12	Finalisation of Annual Financial Statements of NRLM including consolidation thereof)	
13	DPCUs/BPIUs staff training & capacity building on FM issues in allotted districts	
14	All files related to NRLM Expenditure	
15	Regular monitoring of financial issues / complaints of NRLM including allotted districts	
16	Any other works as specifically assigned by CEO / CFO	

am  
23/06/2015



**(iv) SRI SIKENDRA KUMAR, Assistant Finance Manager**

Sl	Works & responsibilities assigned	Districts allocated for Financial Monitoring
1	Preparation of Interim Un-Audited Financial Report (IUFR) of BRLP/NRLM/NRLP/MKSP and all verticals under SRLM	<i>District Allotted as Nodal Officer vide Order No. 176 dated 20-04-2015</i>
2	Providing all technical support to DPCUs on issues relating to Inter district / Inter Project Funds transfers under SRLM	
3	Regular review of monthly financial reports of SPMU and MKSP including Inter District /Project fund reconciliation of MKSP districts	<b>Supaul</b>
4	Monitoring Internal Audit / statutory audit including compliance of audit observations of all allotted districts	<i>Other District Allotted for regular financial monitoring:</i> 1.Samastipur 2 Bhagalpur 3. Banka 4. Jamui 5. Kaimur 6.East Champaran 7. Munger 8. Lakhisarai 9. Rohtas 10. Supaul
5	Monthly Financial Progress Report of NRLM districts and consolidation thereof for submission to NMMU	
6	All files related to settlement of claims / bills of transport agencies / Air Tickets / Outsourced Human Resources	
7	TA /DA Claims of SPMs / PS/PCs/ AO/Director/ OSD/CEO	
8	All Bills for payment / adjustment in respect of state level trainings / Workshop/Seminars/	
9	All files relating to payment / adjustments of Resource Cell / other State SRLMs	
10	DPCUs/BPIUs staff training & capacity building on FM issues in allotted districts	
11	Final Settlement of out-going staff of allotted DPCUs	
12	Any other works as specifically assigned by CEO / CFO	

*23/06/2015*

**(V) SRI UDAY KUMAR VERMA, SFM & CFO (Incharge)**

Sl	Works & responsibilities assigned	Districts allocated for Financial Monitoring
1	Overall Supervision / Co-ordination of all financial works in SPMU,	<i>District Allotted as Nodal Officer vide Order No. 176 dated 20-04-2015</i>
2	Fund Mobilization under various projects including correspondence with Central / State Government / World Bank	
3	Regular Review of Fund status / Assessment of Fund requirements in districts and transfer of funds to DPCUs under BRLP/NRLM/NRLP/MKSP/ASDP and any new projects inducted / proposed to be inducted	<b>West Champaran</b>
4	Dealing with all files/ proposals requiring sanctions & approvals of Chief Executive Officer	<i>Other District Allotted for regular financial monitoring:</i>
5	All matters for strengthening & Capacity building including SPMU level training at on FM Issues of SPMU / DPCUs / BPIUs	
6	Monthly Review Meeting of DPCUs on key Financial Indicators	Any of the Districts as and where required including West Champaran
7	Review /Monitoring Internal Audit / statutory audit including compliance of audit observations of all districts	
8	Monitoring status of Monthly Financial Progress Report / Quarterly IUFRRs of BRLP / NRLM for submission to funding agencies / state govt.	
9	Planning and formulating Policies for establishing effective internal control mechanism in SPMU/DPCUs/BPIUs	
10	Dealing and correspondence with Banks for opening / closure / operation of bank accounts of all projects	
11	Dealing with all cases of Financial irregularities / enquiries / verifications	
12	Providing all technical support to DPCUs on Financial issues	
13	All files relating to Skill Development / RSETTIS	
14	Payment of Honorarium / TA/DA to Individual Consultants	
15	Any other works as specifically assigned by CEO	

*om  
23.06.2015*