



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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

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Office Order

As per approval of the Competent Authority regarding deployment, in the 1st Phase, the following Training Officers are being deployed as Cluster Development Manager (C. D. M) in 36 Cluster Level Federation (CLF) of BRLP districts.

Sl.	District	Staff Name	Designation
1	Araria	Ranjan Kumar	Training Officer
2	Arwal	Pramod Kumar	Training Officer
3	Arwal	Rajesh Lal	Training Officer
4	Aurangabad	Jairam Singh	Training Officer
5	Aurangabad	Akhilesh Kumar	Training Officer
6	Banka	Rupesh Kumar Tomar	Training Officer
7	Begusarai	Ved Prakash	Training Officer
8	Bhagalpur	Bhola Prasad	Training Officer
9	Bhojpur	Rajiv Ranjan	Training Officer
10	Buxar	Sudhakar Prakash	Training Officer
11	E. Champaran	Jitendra Kumar	Training Officer
12	Gaya	Kaushal Kishore	Training Officer
13	Gaya	Sheo Shankar	Training Officer
14	Gopalganj	Arvind Kumar	Training Officer
15	Gopalganj	Ritesh Kumar	Training Officer
16	Jamui	Sant Kumar	Training Officer
17	Jehanabad	Pawan Kumar	Training Officer
18	Kaimur	Nadeem Hasan	Training Officer
19	Khagaria	Ramdarash Kuamr	Training Officer
20	Khagaria	Suman Kumari	Training Officer
21	Kisanganj	Rajeev Prakash	Training Officer
22	Lakhisarai	Rajesh Pandey	Training Officer
23	Lakhisarai	Shambhu Kumar	Training Officer
24	Madhepura	Jitendra Das	Training Officer
25	Madhubani	Navin Kumar	Training Officer
26	Munger	Pramod Kumar Dutta	Training Officer
27	Muzaffarpur	Praveen Kumar Pathak	Training Officer
28	Nalanda	Sanju Singh	Training Officer
29	Nalanda	Pannalal	Training Officer
30	Nawada	Brijendra Kumar	Training Officer
31	Purnea	Shisher Kumar	Training Officer
32	Saharsha	Randhir Kumar	Training Officer
33	Saran	Binod Kumar	Training Officer
34	Sheikhpura	Punam Sharma	Training Officer
35	Sitamarhi	Mukesh Kumar	Training Officer
36	Siwan	Mukesh Kumar	Training Officer

The above deployed staff will report to DPM/Incharge.

(Kumar Anshumaly)

Director

Enclosure:- Annexure-A

Copy to:-

1. Director/OSD/CFO/AO/FO
2. All PCs/SPMs/PMs/SFM/AFMs
3. All DPMs
4. IT Section
5. Concerned File.

Annexure-A

Job Description and Roles & Responsibility of Cluster Development Manager (CDM) in CLF

The project has formed cluster level federations at the cluster level for strengthening of village organisations. In its proper functioning and communitization of different processes, it needs strong coordination with CBOs and will be involved in the capacity building and nurturing of CBOs. In order to handle diverse requirements of CLF, it is important to place an experienced staff in the CLF so that communitisation process can be executed at this level. The CLF will gradually take many of the functions of a block and work to become self regulated and sustained institution. It is at this juncture, there is a need of positioning of a staff that will work in a close coordination with the CLF to build the capacity of these federations so that they can work towards communitisation processes and gradually build these CLFs sustainable federations.

Profile of the Staff

The designated staff will have an experience of at least 2 years (BPM/ YP/ TO/ District Managers) working with SHGs and federation in the areas of institution building/ capacity building/ financial inclusion/ social development/ livelihoods. The designated staff will report to DPM/ In Charge.

Roles and Responsibility	Description
1. Assisting GB/ RGB / BOD in facilitating their meetings and setting agenda	Train and supervise CF and CLF OB in setting agenda, conduct meetings of GB/ RGB/ BOD and establish systems to facilitate, conduct and review meetings
2. Facilitating recruitment, induction, training and review to staffs and cadre	Guide CLF OB in manpower planning, facilitate development of policies and procedures for recruitment, induction, training and review/ appraisals of staffs and cadre
3. Ensuring capacity building of CBOs and cadre through training and exposure	Guide CLF OB in assessing and planning capacity building needs of CBOs and cadre, organising training and learning using different modes
4. Assisting CLF in setting of Administrative and Financial systems	Guide CLF in assessing its requirement of support services, administrative, financial and HR and planning to institute these.
5. Orientation to CLF on different policies and facilitate implementation of the same	Inform and educate the Community Facilitators and CLF members about policies, guide in creating policies and streamlining procedures for implementation, standardize where needed
7. Facilitating formation of sub-committees and making them functional through training and exposure	Inform, educate and facilitate the constitution of sub-committees, development of respective ToR and plan to execute those by each and every sub committee
8. Facilitate conduction of LCM	Guide CLF in assessing its requirement of support services, administrative, financial and HR and planning to institute these
9. Support CLF in coordination and liasoning with banks, block office and different government departments	Facilitate CLF OBs in relationship building, negotiations and coordination skills in liasoning with banks, government departments and functionaries to meet the purpose of CLFs
10. Support CLF in grading and internal audit of VO	Guide CLF OBs in achieving objectivity, transparency and equity through conduct of grading and internal audit of VOs.

11. Support CLF in fund management from funding envelope and VO fund	Develop financial skills and acumen of CLF OBs and ensure that of VO OBs in managing the funding envelope with integrity and in a businesslike manner
12. Support CLF in roll out of CRP strategy and community procurement process	Guide CLF OBs members in rolling out CRP strategy, also includes preparation of CRP Roaster
13. Facilitating registration of VO and CLF	Guide CLF OBs members in document preparation, and liaison with DCO in release of registration certificates
14. Facilitate preparation of AAP and annual budget and its roll out	Develop planning, decision making, resource management skills and budget making skills of CLF OBs
15. Facilitate conduction of AGM / Special AGM	Guide CLF OBs members in conduction of AGM/ special AGM
16. Facilitate completion of Annual report, audit and return filing	Ensure reporting, return filing and regular audits become part of CLF DNA and culture
17. Facilitate MIS system development, Support CLF in establishing review system	Inculcate the CLFs dependence on MIS for decision making
18. Manage and ensure integrity of CLF leadership and members in overall governance and financial matters	Create systems for instituting and managing integrity mutually with CLFs
19. Facilitate leadership development and rotation	
20. Team building, conflict resolution and problem solving	

Capacity Building of the CDM

The designated staff will undergo a structured induction cum training. This will comprises of 3 different stages-

1. Interaction, Mapping and Deployment: the batch will be called and interaction will be done in SPMU detailing about the importance of CDM, their broad roles and responsibility, mapping with the CLF will be done and accordingly they will be deployed in the CLFs.
2. Induction: a comprehensive 4-5 days induction will be done detailing in detail the functioning of CLFs, tasks that needs to be done in the CLF, their roles and responsibility and other areas of CLF.
3. Immersion cum Learning Visit: the batch will be immersed to see the functioning of CLF and exposure visits will be conducted to appreciate different models.

24.06.2015