



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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Ref. No: BRUPS/Project/266/12/1623

Date : 12.07.2016

OFFICE ORDER

To strengthen the review system of the project, it is important to have fixed dates for the review with the pre informed agenda. In this regard, following dates has been freezed for the review of the project units.

The DPMs should ensure that the BPIU led by BPM should review their staffs between 26th-30th of every month and the DPCU should review the BPMs and themes between 2nd – 7th of every month.

The DPCU to share the minutes with the concern nodal person of the districts and a copy of the minutes to be send to pankaj@brlp.in within three days of the district meeting. The Performa for the monthly reviews has been enclosed as **Annexure A**.

The SPMU will be conducting the monthly meeting with the DPMs which will be chaired by CEO, BRLPS on the dates mentioned as **Annexure B**. The Performa for the Monthly reviews has also been enclosed as **Annexure C**. All the DPMs are hereby directed to plan their meetings and also come prepared in the State meeting.

All the Districts Units are hereby directed to update the progress by 25th of every month in the MIS , NRLM and AAP web portal. The review will be done only through MIS for those indicators for which MIS has been rolled out.

(Balamurugan D.)

CEO cum State Mission Director

Copy to :

1. All District and Block Unit officers
2. All State Unit Officers
3. IT Section

Annexure "A"

Block Review Meeting

Checklist (√/×)

Cluster Report Submitted by the Area Coordinators		SHGs Bank A/c Opening and Linkage Account details		Cadre Honorarium Indent Submitted by the Area Coordinators	
Livelihoods Report submitted by LHS		Farmer Card as per the Farmer Number		FLTA submitted by all the staffs till the last month Total Field Level Staffs:	
SHGs /VOs/CLFs /PGs/ PCs/ Profile Submitted as per the numbers reported SHGs VOs CLFs — PGs PCs		VO Receipt and Payment available for the month in the block as per the VOs reported Manual:		CLFs Receipt and Payment available for the month in the block as per the VOs reported Manual:	

The Report to be submitted by the Area Coordinators a day before the meeting.

Schedule of the Block Meeting:

Time	Themes
9.30 – 11.30 a.m	Presentation by the Community Coordinators on the progress made in the month as per the AAP and Work Plan for the Next Month
11.30 – 1.00 p.m.	Presentation by the Area Coordinators on the VOs and CLFs Quality Indicators and Work Plan for the Next Month Presentation by the Livelihoods Specialists on the Farm , Livestock, Skills and Non-Farm
1.00 – 1.45 p.m	Discussion on Livelihoods with Community Coordinators : Farmers Coverage , Status of Producer Groups , Fund Utilization in Livelihoods, Distribution of Chicks, Animal Health Camp , JOBS Fair and Youth Identification.
2.30 – 3.30 p.m	Discussion on Performance Indicators: Food Security Cycle , Utilization of Fund, Rotation of Money at VOs and CLFs level , Training of CBOs, Performance of the Community Professionals , Insurance , BoRs, Toilet Construction.
3.30 – 4.30p.m	BPM to review on SHGs Formation , SHGs Credit Linkage (Stationery Availability , Training , Document preparation , Document Submission , Sanction order , Fund Disbursement) and NPA
4.30 – 5.30 p.m	Week Wise Plan finalization for each CCs, ACs and LHS
5.00-6.00 p.m	Open Session

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District Review Meeting

Checklist (√/×)

Block Report Submitted by the BPMs	% of Profile Updated in the MIS SHGs VOs CLFs PGs PCs	Cadre Honorarium Indent Submitted by the BPM
Thematic Report submitted by each of the theme	% of VOs receipt and Payment Updated till last quarter in the MIS	FLTA and TA and DA submitted all the staffs till the last month by the BPM
Report Updated in Web portal	% of CLFs receipt and payment updated till last quarter in the MIS	% of Amount UC submitted by the block

The Report to be submitted by the BPMs and Thematic should be a day before the meeting.

Schedule of the District Meeting:

Time	Themes
10.00 – 2.00 pm	Presentation by the BPMs: <ul style="list-style-type: none">• Progress against the AAP• Status of VOs and CLFs Quality Indicators• Status of SHGs Formation , Bank linkage and NPA , Insurance and BoR• Status of Farm PGs , Business Plan and UCs• Status of VOs taken up Farm Intervention – Coverage, Acreage and Crop details• Status of Mother Unit – Chicks Status , Distribution and Rotation• Status of Livestock PGs , Business Plan and UCs• Status of Non Farm PGs , Business Plan and UCs• Status of Capacity Building
2.45 – 3.45 pm	DPM to review on SHGs Formation , SHGs Credit Linkage (Stationery Availability , Training , Document preparation , Document Submission , Sanction order , Fund Disbursement) and NPA
3.45 -4.30 pm	Discussion on Performance Indicators: Food Security Cycle , Utilization of Fund, Rotation of Money at VOs and CLFs level , Training of CBOs and Staffs, Performance of the Community Professionals , Insurance , BoRs and Convergence.
4.30 – 5.00 p.m	Discussion on the Office Order / New Policies / District Convergence / SBM and Way forward
5.00 – 5.30 p.m	Priority Area for the Next Month to be finalized along with the fixed time . It will be part of the Minutes which will be signed and circulated to all the participants.

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Annexure "B": Dates for the State Meeting

Months	Project	Meeting Date	Medium of State Meeting
July	NRLP & NRLM	22.7.16	Video Conference
Aug	BRLP	05.08.16	Vidyut Bhawan, SPMU
	NRLP & NRLM	12.8.16	Biscauman , SPMU
Sep	BRLP	06.09.16	Vidyut Bhawan, SPMU
	NRLP & NRLM	12.9.16	Biscauman , SPMU
Oct	BRLP	05.10.16	Vidyut Bhawan, SPMU
	NRLP & NRLM	07.10.16	Video Conference
Nov	BTDP , NRLP & NRLM	11.11.16	Biscauman Bhawan, SPMU
Dec	BTDP , NRLP & NRLM	16.12.16	Video Conference
Jan,17	BTDP , NRLP & NRLM	10.01.17	Biscauman Bhawan, SPMU
		23.01.17	Video Conference
Feb	BTDP , NRLP & NRLM	10.02.17	Biscauman Bhawan, SPMU
		21.02.17	Video Conference
Mar,17	BTDP , NRLP & NRLM	17.03.17	Biscauman Bhawan, SPMU

Annexure "C": Schedule of the State Meeting (Chaired by CEO, BRLPS)

The District should submit the District Presentation covering all the points mentioned in the District Meeting along with the minutes, three days before the State meeting

Time	Themes
10.00 – 10.45 a.m	Presentation by the State M E & Finance Team : <ul style="list-style-type: none"> • Progress against the AAP • Status of Expenditure and UC • Any Other
10.45 – 11.45 pm	SHGs Formation and CBOs Quality

	Community Resource / NRO
11.45– 1.00 p.m	SHGs Credit Linkage (Stationery Availability , Training , Document preparation , Document Submission , Sanction order , Fund Disbursement) and NPA, Insurance , CBOs Audit , Books of Record, Alternate Banking, CBOs Bank A/c opening, CIF and Interest Subvention
1.45 – 3.15 p.m	<ul style="list-style-type: none"> • Status of Farm PGs , Business Plan and UCs • Status of VOs taken up Farm Intervention – Coverage, Acreage and Crop details • Status of Mother Unit – Chicks Status , Distribution and Rotation • Status of Livestock PGs , Business Plan and UCs • Status of Non Farm PGs , Business Plan and UCs • Status of JOBS Fair , Skill Development and Placement • Utilization of funds
3.15 – 4.00 p.m	Entitlements and Convergence
4.00 – 4.45 p.m	Governance and Accountability
4.45 – 5.30 p.m	Human Resource Development
5.30 – 6.00 p.m	Management Information System
6.00 p.m onwards	Priority Area for the Next Month to be finalized along with the fixed time . Open Session

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