



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.: BRLPS/Admn/133/16/1267

OFFICE ORDER

Date: 30.07.16

To smoothen and streamline the processes relating to vehicle use, TA submission and Lunch / Snacks requirements, following standard operating procedures have been finalised and approved by the Competent Authority :

1. LUNCH & SNACKS

- Approval of lunch/snacks packets for meeting/workshop etc. would be approved by the concerned thematic head (PCs/CFO/ PS/ SPMs /AO) as per requirement.
- The approved number of lunch/snacks would be provided by the Logistic Assistant / Office as per approved rates.
- Approved rate for lunch packet is Rs.100/- per packet & for snacks it is Rs.68/- per packet.
- Any requirement of special lunch / snacks costing more than the approved rate, would need prior approval of the CEO.
- Bills of said lunch / snacks would be submitted by concerned thematic PM/YP/PA with the copy of approval, attendance sheet of participants for payment & adjustment.

2. TOUR APPROVAL


- Once a competent authority approves the tour, the mode of travel is also approved, i.e. four-wheeler, by Air, Train etc.
- The entitlement be decided for allotting a particular type of vehicle, for example AC/ Non AC, Sumo, Scorpio, Safari, Innova etc. based on their per day hiring cost. The tour sanctioning authority will also approve the vehicle for tour as per entitlement.
- Entitlement of vehicle for local and other tours would be as follows :
 - OSD / Director / AO/ PC / SPM / PS / CFO / SFM- AC Scorpio
 - PM/AFM/YP and other staff - AC Sumo (Except in winter season)
- Except above (2a to 2c), TA / DA rules as per HR manual would remain applicable as before.

3. TA CLAIMS

- TA claims should be sent to the Accounts Section for processing through the tour approving authority. In case of CEO being the tour approving authority, the TA claim may be sent to the Accounts Section through Administrative Officer.

Above order shall come into force with immediate effect.

By the order of Chief Executive Officer.


30/7/16

(Rajiv Kumar Singh)
Administrative Officer

1. Director/PCs/OSD/CFO/PS
2. All SPMs
3. Account Section
4. IT Section
5. Concerned files