



# 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.NoBRLPS/Esst/11/06-2056

Dated 02/08/2016.

### Office Order

- 1- Employees keep with them official documents such as records, registers, articles, assets or cash etc. during their tenure to discharge responsibilities expected of them. At the time of proceeding on long leave for more than 10 days, such as Earned Leave, ML, PL etc. or while proceeding on transfer or on deputation, they have to hand over charge to the successor or to someone authorized for the purpose, so that the official / public work does not get hampered.
- 2- Similarly, in case of Separation due to Resignation, Lapse of Contract or Termination, one has to make over charge to his/her successor or to someone authorized by the competent authority. Cash is to be deposited only to the Accountant/FM against due receipt.
- 3- Any official information / knowledge possessed by the outgoing employee in any form should be transferred to the successor or to the authorized person. Articles, assets etc. have to be returned to the Store or to the proper authority / custodian of these things.
- 4- Settling financial or other liabilities towards the office or the organization is equally vital, especially when separation is intended. **Not handing over charge properly at right time to the right person is a grave misconduct.**

Please find attached an inventory, listing position wise items that are required to be handed over as mentioned above.

DPMs are directed to convey this to all employees, down to the CCs and if desirable explain this by convening a meeting with them.

Observance of this instruction should strictly be ensured.

By the order of the CEO

*Kumar Anshumaly*  
02.08.2016  
(Kumar Anshumaly)

Director

Copy to:

1. All DPMs/BPMs/Manager-HR/Thematic Managers
2. OSD/AO/CFO/All PCs/ SFMs/ PS
3. IT Section
4. Concerned file

**List of Documents, articles and other liabilities/charges to be handed over by employees of Jeevika ( BRLPS) while proceeding on long leave, transfer or on separation.**

Applicable to All
1. CUG SIM Card
2. ID Card
3. Data Card if any
4. Hard Disc if any
5. Advance if any to be settled
6. Any knowledge to be transferred
7. Any other asset etc. as per records and obtain 'No Dues' certificate.

Livelihoods Specialist	BPM	OA (BPIU)
1. MPPR (Off-Farm, Non-Farm and Farm)	1. Attendance Register	1. Attendance Register
2. Egg Collection data	2. MPPR thematic intervention wise	2. Leave Register
3. PG templets (F, NF)	3. Cadre report-Payment Profile/status.	3. Leave application register
4. Fund details (OF)	4. Different agreement paper (Vehicle, generator, office premises etc.	4. Stock register
5. MU Roaster	5. Office order of staff reporting	5. Dispatch register
6. PRP templets	6. Panchayat register	6. Incoming letter register
7. Eggs Collection data	7. Training register	7. Vehicle movement register
8. MP (Old) done documents	8. LCM register	8. Fix assets register
9. PRP Register	9. Bank details (Cash Book, Ledger, Cheque issue register, pass book, cheque book)	9. Visitor's register
10. Production & Marketing Data	10. Inward & out ward register	10. Minutes register
11. ARP templets	11. EL/CL register	11. File movement register

*02.08.2016*



**Annexure to Office Order Ref. No. BRLPSS/Estt/11/06- 2056, dated 02/08/2016.**

<i>LHS... continued</i>	<i>BPM...continued</i>	<i>OA.....continued</i>
12. PG group meeting details	12. File register	12. Staff meeting register
13. Sales report	13. Personal file	13. file index register
14. ARP Register (bio data)	14. Master Register of SHG/VO/CLF	14. Keys of Almira/drawers, etc
15. VRP templets	15. Procurement Register	
16. FTIC assets to be handed over to BPM.	16. BRC/ Audit Compliance Register.	
17. FTIC position data	17. ICF Utilization Certificate.	
18. Indents form data	18- Vender Payment status	
19. PG group templets - biodata member wise		
20. VRP last payment certificate.		
21. VRP Register		
22. MP documents as per mother unit		
23. PRP bio data		
24. PG procurement register		
25. Labour payment register		
26. Livelihoods activities register		
27. Beneficiaries register		

<b>Accountant</b>	<b>Training Officer</b>	<b>Thematic Managers</b>
1. Payment related file	1. Training Register	1. Updated MPPR block wise (Soft copy)
2. bill's receiving register	2. Exposure Register	2. Honorarium status
3. monthly details of advance details	3. List of registered VOs and CLFs	3. Thematic CRPs status
4. BRS for bank status and cash book for cash status	4. Workshop register	4. Consultant status

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02.08.2016

5. Acctt...continued	5. TO...continued	5. Thematic Mgrs...continued
6. Advance Register	6. Profile of CLF, VO, SHG, TLC, IB Pace report & CLF report	6. MPPR Sheet/Report
	7. Community establishment Material Register	7. UC sheet/Report
		8. Survey/mapping report for other activities
		Thematic Mgrs...continued
		9. MIS Report
		10. Sales Report
		11. Masik Pratedan
		12. List of beneficiaries
		13. Business plan
		14. Financial file in respect of each interventions

<b>Finance Manager</b>		
1-Cash book,	2-tally,	3-Cheque issue register,
4- Bank Reconciliation Statement,		5-Indexing of Vouchers,
6- Financial Report such as IUFRR,		
7- SPMU reconciliation (Hard copy & soft copy), and		
8- Inquiry Register if any.		
9- Bill Register,	10- TA/DA Register,	11- Training Register,
12- Meeting Register,		13- Log Book,
	14- Agreement with service provider etc.	
15- Status of statutory compliance either pending or not complied		
16- Important communication like office order, email etc.		
17- payment litigation if any		

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02.08.2016

Community Coordinator	Area Coordinator
1. All Cadre Contact numbers	1. SHG, VO & CLF profile data
2. Cadre Payment Status Report	2. Cadre profile, cadre details
3. Monthly tracking Report/MPPR	3. Cluster map, list of total village & Panchayat
4. SHG member profile/status with reservation category.	4. Total no. of SHG, VO & CLF in cluster caste / category wise
5. Group wise and Linkage A/C Numbers	5. Details of Producer Groups
6. FLTA till last day.	6. Total no. of bank linkages
7. CIF Fund disbursement details	7. NPA account details
8. Status of A/C opening SHG & VO	8. All BOR present & update status
9. Micro Planning status	9. All CLF goods list
10. VO profile	10. All BOD, OB, member details of CLF
11. Training status (M1, M2 & M3)/registers	11. Cadre payment status
12. Account no. details (SHG & VO)/Master register.	12. Annual action plan status
13. SHGs meeting dates	13. HRF/FSF, Rotation details
14. VO's meeting dates	14. LIC details (opening, renewal, claim settlement)
15. Fund Utilization Certificate	15. MU demand & distribution of chicks and repayment status
16. Bima (insurance) Register	16. PG profile
17. VO account opening details	17. VO meeting date with concerned book keeper
18. Account opening Format / document	18. List of activities of Farm / Non-Farm / Off Farm
19. MP format, FSF, HRF format	19. Toilet report
20. Flip chart	20. Establishment material report of SHG/ VO/ CLF
21. Training Register	21. Panchayat Register
22. LIC format	22. Report (CLF, SD, IB, MF, etc.)
23. VO module training status	23. All communication material to be handed over.
24. VO Audit resister	24. Tablets (BRLP)
25. VO subcommittee status	25. Cadre Last Payment Certificate except for VRPs if LHS is available.
26. LCM register	

*02/08/2016*