



# 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/Estt/1130/15/3844

Date: 14.12.2016

## Office Order

After completion of joining at SPMU, the following newly joined Block Project Managers are placed at BPIUs for undertaking field induction and immersion programme (Program Attached Separately) under the guidance and overall supervision of District Project Manager and after completion of field induction and village immersion they will be posted to BPIUs mentioned against their names:

Sl.	Reg. no.	Name	D.O.J at SPMU	BPIU for Induction & Village Immersion (20 days)	Place of Posting- BPIU	Place of Posting/Induction DPCU
1	4005205	Mr. Satyendra Prasad	05.02.2016 Forenoon	Areraj	Ramgarhwa	East Champaran
2	4015647	Mr. Srinivas Sharma	02.02.2016 Forenoon	Saran Sadar	Jalalpur	Saran
3	4023141	Mr. Jitendra Kumar	02.02.2016 Afternoon	Narkatiaganj	Madhubani	West Champaran
4	4003734	Mr. Sanjiv Kumar Pandey	02.02.2016 Afternoon	Riga	Belsand	Sitamarhi

All the above Block Project Managers are hereby relieved in the afternoon of 14.12.16 and are directed to report for induction and village immersion at DPCU mentioned against their name in the forenoon of 17.12.2016, treating 15.12.16 and 16.12.16 as transit.

Travel expense from Patna to induction/ posting district and salary would be payable from posting district. Above BPMs are entitled for Rs. 250/- (Two hundred fifty only) per day for the village immersion period of 20 days and after reporting to posting BPIUs they have been allowed to get hotel accommodation charges as per their entitlement for a week (seven days) from the date of reporting at respective BPIUs. They are expected to arrange their accommodation within this period.

Concerned DPMs are also advised to send report of their joining to SPMU.

All above Staff

By the Order of CEO

*Anand Shankar*  
14/12/16

(Anand Shankar)

State Project Manager-HRD

Copy for Information to

1. Director, OSD, CFO, AO & SFMs
2. All PCs, SPMs, PMs & PS
3. All DPMs, DPM In Charge, Manager-HR & FM
4. All BPMs
5. IT Section
6. Concerned files

Attachment: As specified above

*Sanjiv Kumar*  
14/12/16  
*Sanjiv Kumar*  
14/12/16  
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14/12/16

**Induction and Village Immersion Module for BPM:-**

<b>SPMU LEVEL</b>	<b>DAY-1</b>	<b>Joining Formalities and Verification of Documents</b> <b>Induction Kit (Forms-Bank A/c, PF, CEA, Bike, CUG, Laptop, Vehicle etc. Bag &amp; Pen drive)</b> <b>Briefing about Induction Schedule</b>
	<b>DAY-2</b>	<b>Welcome Address By CEO</b> <b>1<sup>st</sup> Half:</b> Vision, Objective, Strategy, Components, Project / Programme Structure and implementation Arrangements, Society and its implementation Units and its working environment, Project Distinct Feature, methodologies and approach of intervention <b>2<sup>nd</sup> Half:</b> HR Policy & Guidelines/Rules and provisions under HR Manual, Probation Confirmation, Process of availing entitlements, Grievance handling, Performance Management, Disciplinary actions, accountability with clarifying various queries & doubts of new recruits.
	<b>DAY-3-4</b>	<b>Transit for District Allocation for Induction training</b>
<b>DPCU LEVEL</b>	<b>DAY-5</b>	<b>Institution Building</b>  <b>1<sup>st</sup> Half:</b> What is vicious cycle of poverty? What is a group? Targeting and Target groups. Process of village entry, Community Mobilisation. What is SHG? Its Objective, Features and Characteristics, What is a difference between group and crowd? Importance of SHG! Why only Women membership in SHGs? How to form SHG? Who can become the member of SHG? Why collective saving? How to derive the minimum saving amount in the SHGs? SHG Norms, rules and its importance? Punch-Sutra.  <b>2<sup>nd</sup> Half:</b> What is village organisation? VO Concept, Why to form the Village organisation? Its functions and structure, Various Committees functioning at VO level When and how to form the village organisation?
	<b>DAY-6</b>	<b>Community Professionals &amp; Microfinance</b>  <b>1<sup>st</sup> Half:</b> Community Professionals and their role in CBOs- CM/BK/BM/CRP/DRP/JRP/VRP/WOW.. etc. Sharing of Policy and guidelines of Community Professional  <b>2<sup>nd</sup> Half:</b> Micro-finance: Concept, components and relevance Saving mobilisation, Inter loaning, Repayment Bank A/c Opening- (Related Norms) Micro-planning, CIF-ICF/FSF/HRF and its process Credit Linkage (Related Norms) Books Keeping for CBOs Types of Books of records and its contents. 1. Prime Books 2. Subsidiary Books  <b>Brief Concept on financial Inclusion</b>
	<b>DAY-7</b>	<b>One day exposure to SHG and VO for learning IBCB and MF interventions and process. (Group basis Exposure to SHG &amp; VO)</b>
	<b>DAY-8</b>	<b>Social Development:</b>  <b>1<sup>st</sup> Half-Debriefing on field Exposure and learning (Group Basis)</b>  <b>2<sup>nd</sup> Half-Concept of Social Development:</b> Vulnerability Reduction: How it works? Interventions and approach. Non negotiable Convergence with Govt. Program and schemes. Jeevika Saheli (WOW), CNCC, PDS etc. Signature Literacy
	<b>DAY-9</b>	<b>Livelihoods Intervention and promotion:</b> Concepts of Livelihoods, Interventions and approach. Areas of intervention-(Farm/ Non-Farm/Off-Farm/Jobs) Brief Policies and Guidelines for different interventions.

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<u>DPCU</u> <u>LEVEL</u>	<b>DAY-10</b>	<b>HR&amp; Admin., Finance, M&amp; E and Procurement</b>	
		Administrative process and guidelines, Devolution of Power, File management etc <b>Financial System:</b> and guidelines in BRLPS Orientation on Importance of procurement, Sharing Procurement Norms, Guidelines, Understanding Community Procurement Process and procedure. Monitoring and Evaluation: Business process Reporting formats and MIS.. <b>Roles and responsibility</b> <b>Task assigned for next 20 days</b>	
<u>BPIU</u> <u>LEVEL</u>	<b>DAY-11</b>	<b>Deployment in the Block for Immersion and exposure to BPIU functioning</b>	
	<b>DAY-12-20</b>	<b>Task:</b> 1. New village entry 2. SHG formation up to 5-7 3. Register placed and maintained	<b>Means of verification:</b> 1. Village Profile submission 2. SHG profile and member profile submission 3. Transactional entry in MIS
	<b>DAY-21-24</b>	<b>4 Days Training (2 day Class and 2 day Field ) on M1, M2 &amp; M3</b>	
	<b>DAY-25-30</b>	<b>Task:</b> 1. Imparting Training on M1 2. CM Identification 3. SHG's Bank account Document Preparation	<b>Means of verification:</b> 1. Training 2. Profile submission to BPIU 3. Document Submitted to BPIU

*R. K. Singh*