



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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Date: 21.12.2016

## OFFICE ORDER

1. **Relocation of Office Assistants/Accountants:-** It has come to notice of the Management that quite often relocation of Office Assistants and Accountants, posted at DPCUs and BPIUs become necessary, considering the work load. Obtaining permission form SPMU to transfer them from one place to another takes time. Therefore it has been decided to authorize the DPMs to relocate Office Assistants and Accountants posted in their districts and BPIUs as per requirement.

After relocation, DPMs would send details of such relocation giving justification for doing so to SPMU.

2. **Rationalization:** - Further, In order to stream line the financial and secretarial functioning of the BPIUs and DPCUs and to rationalize the strength of Office Assistants and Accountants to achieve optimum output out of them, it has been decided by the competent authority to place at least one Office Assistant or Accountant, either of the two in every BPIU. They will execute both secretarial and Accounting/financial functions at the BPIU level.

Therefore, all DPMs are advised to rationalize the placement of OAs and Accountants available in their districts as mentioned above and send information to the SPMUs in below mentioned format:-

DPCUs/ BPIUs Name	Sanctioned strength		Working/Existing Strength		Placement After Rationalisation		Surplus/deficit after rationalisation	
	OAs	Accountant	OAs	Accountant	OAs	Accountant	OAs	Accountant

1. Necessary training will be imparted to the Office Assistant/Accountants at DPCU level.
2. This exercise must be completed & report in this regard to be submitted to HRD at SPMU on or before 31<sup>st</sup> December, 2016

By the Order of CEO

*Anand Shankar*  
21/12/16

(Anand Shankar)

State Project Manager-HRD

### Copy to:

1. Director/OSD/CFO/PCs/SPMs/SFMs/AFMs/PMs
2. All DPMs/HRs/FMs/BPMs
3. IT Section
4. Concerned file.