



# JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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## Office Order

With a mandate of NRLM to develop SHG federation (VO and CLF) as self-reliant in ensuring community based micro finance activities (*like rotation of funds, taking interest on loan etc.*), livelihoods activities, convergence with government schemes/ programs and agencies, and dealing with the issues of community human resources legal entity (*registration under Bihar Self-Supporting Co-operative Societies Act, 1996*) of primary/ secondary level federations (VO/ CLF) has been planned and piloted in few blocks of nine districts in BRLPS. As per initial internal strategy, at least 12 VOs per CLF (*as on March'17*) need to be registered along with concern CLF.

As on March'17, JEEViKA has successfully registered 430 village organizations (*as primary federation*) and 6 CLFs (*as secondary federation*). In addition, more than 800 required documents for VO registration and 15 documents for CLF registration have been prepared and submitted to concern DCO/ AR in NRLM and BTDP districts. All these documents have been prepared by trained book-keeper and leaders of community institutions. In addition, 13 new BTDP districts have also initiated training of their book-keeper on document preparation.

In the scaling up of this activity, VO/ CLF bookkeepers will be involved. Each VO/ CLF bookkeeper will get an incentive of Rs. 200 per document upon its successful submission for CBOs registration. At DPCU level, Manager-ICB/ TO will be responsible for ensuring quality document preparation and its submission to DCO/ AR and coordinating proper conduction of AGM of VO and CLF in each district. All DPMs, Block Mentors, BPMs should review the agenda of CBOs registration and its statutory compliance in every monthly meeting.

All DPMs/ In charge has been instructed to ensure placement of display board in the name of registered CBOs at village level, maintain proper records and documents of registered CBOs, and keep a copy of certificate of all registered CBOs at VO/ CLF, BPIU and DPCU level. A copy of certificate will also be sent to SPMU for a record purpose. This has to be ensured in the next 3 months.

With reference to the office order BRLPS/ Project-IB&CB/ 782/ 15:2436 dated 30.08.16, it is again reiterated that the agenda of registration will be steered as per the following matrix.

Sl.	Major Activities	Major Responsibility
1	Development of standard bye- laws and documents of CBOs in joint consultation with DCO/ AR ( <i>as per BISSCO Act, 1996</i> )	PM-IB
2	Development of Resource Pool and concerned ICB official for CBOs registration	PM-IB
3	Ensuring training of field staffs (AC+CC), BPMs and thematic managers ( <i>as per the need</i> ) on standard training module	PM-IB
4	Ensuring availability of printed documents for VO & CLF registration at BPIU level	BPM
5	Development of CLF level community teams (comprising of 3-4 members including CLF-BK, Cluster Facilitators, Community Leader and CRPs)	Manger-ICB/ TO
6	Ensuring submission of documents of eligible VOs and CLFs to the DPCU.	BPM
7	Ensuring preparation of documents of eligible VOs and CLFs and its submission to the BPIU.	AC/ CC
8	Ensuring training of community professionals (CM+BK+CLF BK) for preparing documents for VO & CLF registration (in batches)	AC/ CC
9	Ensuring training of community leaders (VO RGB) on relevance and concept of VO & CLF registration	AC/ CC
10	Development of strong liaisoning with DCO/ AR (through formal interaction and joint field visit) and agenda discussion in the District Coordination Committee for CBOs registration	DPM/ In charge
11	Ensuring preparation and submission of relevant documents (along with registration fees) to the concern DCO/ AR	Manager-ICB/ TO
12	Ensuring verification of submitted documents (VO/CLF) and joint field visit (with BCO/ AR)	Manager-ICB/ TO
13	Ensuring release of certificate of registered CBOs (VO/ CLF)	Manager-ICB/ TO
14	Ensuring change in Bank A/c of Registered CBOs (as per certification)	Manager-CF/ MF
15	Conduction of statutory audit of registered VO & CLF (April-May)	Manager-CF/ MF
16	Ensuring compilation of statutory observations and its compliance	Manager-CF/ MF

17	Ensuring preparation of Annual Report and Action Plan	Manager-ICB/ TO
18	Ensuring conduction of AGM ( <i>Before 30th Sept.</i> )	Manager-ICB/ TO
19	Ensuring return filing of registered VO & CLF ( <i>Before 30th Sept.</i> )	Manager-CF/ MF
20	Ensuring preparation of Business plan of registered VO/ CLF	Manager-CF/ MF

The update on the progress of CBO registration will need to be uploaded in the link provided below on a monthly basis.

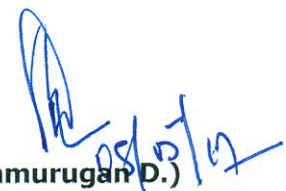
Link for VO Registration

<https://docs.google.com/forms/d/1cJ-aPjIkUjrInKH7jHDYIFck4RoqbVWwWF1rw6aJSJI/edit>

Link for CLF Registration

[https://docs.google.com/forms/d/14G0g07WXyi81FrijeHYNI8E4DRTSoH\\_rvFzsjjJihVg/viewform?edit\\_requested=true](https://docs.google.com/forms/d/14G0g07WXyi81FrijeHYNI8E4DRTSoH_rvFzsjjJihVg/viewform?edit_requested=true)

All DPMs/ In charge is hereby directed to follow up with the concerned Managers and DCO/ AR to achieve the targets of CBO registration in the current FY. The progress need to be reviewed on a monthly basis.



**(Balamurugan D.)**

Chief Executive Officer-Cum-State Mission Director

Copy to:

1. All DPMs/ FMs/ BPMs/ Concerned Thematic Manager/ Manager-ICBs/ TOs.
2. All PCs/ SPMs/ SFMs/ PMs/ AFMs.
3. OSD/ Director/ CFO/ AO/PS/ PO.
4. IT Section.
5. Concerned File.