



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

One day joining and one day orientation have been planned for 184 newly selected candidates for various positions at Hotel Royal King Resort, Patna and after completion of that, they will be sent for 18 days village immersion at BPIU level in following DPCUs as per detail given as per Item 1 below:

Item: 1

Position	No. of candidates	Joining Date	Orientation Date	Village Immersion Period	District
Procurement Manager	25 (9 Female)	29.05.17	30.05.17	01.06.17 to 17.06.17	Gaya
Manager Livestock	21				Gaya
Manager - CF	12 (3-F)				Darbhangha
Manager - LHF	16 (4-F)	30.05.17	31.05.17	02.06.17 to 19.06.17	Purnea
Manager-IBCB	22 (5-F)				Madhubani
Manager-MF	5 (2-F)				Samastipur
BPM	56 (18-F)	31.05.17	01.06.17	03.06.17 to 20.06.17	Nawada (28(9F) Muzaffarpur(28(9F))
DPM	5 (2-F)	01.06.17	02.06.17	05.06.17 to 21.06.17	Purnea
Manager-M&E	5 (1-F)				Muzaffarpur
FM	17 (4-F)				Muzaffarpur

Overall Village immersion program of newly recruited employees will be conducted under the supervision of the concerned DPM whereas concerned thematic managers will be his/her mentor for the purpose. Besides, BPM of concerned immersion BPIU will be the mentor for newly joined BPMs. Mentors will assign the specific task of his/her thematic area and others i.e. village profiling, SHG formation, account opening, etc. to newly joined managers. Manager- HR & Admin will be responsible for the selection of BPIU and household wherein candidates will stay during village immersion period invariably. S/he will also monitor the behavioral issues of newly inducted staff closely and submit a separate report about the credibility of each candidate.

During village immersion, no leave will be allowed. Newly joined staff should prepare an immersion report about his/her learning and suggestions for improvement, if any during immersion period which will be duly certified by the concerned mentor and same will be submitted to the HRD Section of SPMU.

Part A : Estimated budget for Village Immersion at district level :

Sl.	No. of candidates	Cost of Village immersion		
		No. of Days	Village Immersion rate/ person/day in Rs.	Total amount
1	184	18	250/-	Rs. 828000/-

Amal shukla
20/5/17

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- This is the upper limit budget. Unit cost may decrease depending on numbers of candidates reporting for joining and Orientation. All expenditure will be done and booked on actual basis.
- All the taxes will be applicable but excluded in the proposed budget.

By the order of CEO

Anand Shankar
20/5/17
(Anand Shankar)

State Project Manager – HRD

Copy for Information to:

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

Overall Village Livelihood program of newly recruited employees will be conducted under the supervision of the concerned officer whereas concerned financial managers will be in-charge for the program. Deputy PMs of concerned locations (DPM) will be the center for newly joined staffs. Managers will specify the use of Machine (to train) and other (e.g. village profiling, SHC formation, account opening, etc.) to newly joined managers. Manager- HR & Admin will be responsible for the selection of DPMs and Manager- Finance will be responsible for the selection of DPMs and Manager- HR & Admin will be responsible for the selection of DPMs. All newly joined staff should submit a report about the progress of their work and submit a separate report about the credibility of their companies.

During village immersion activities will be allowed. Newly joined staff should prepare an immersion report about the level of learning and suggestions for improvement. If any during immersion period which was not duly certified by the concerned manager and staff will be sanctioned by the HRD section of SPMS.

Part A - Estimated budget for Village Immersion at district level :

Sl.	No. of candidates	No. of Days	Cost of Village Immersion	
			Village Immersion rate (per day in Rs)	Total amount
1.	100	10	1000	Rs 100000

Anand Shankar
20/5/17