



# 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

#### “Livelihoods Enhancement of JEEViKA Didis”



Bihar Rural livelihoods Promotion Society is an autonomous society working under Government of Bihar with an objective of addressing rural poverty in Bihar. Developing community owned business model for members with common skill base could be one way of addressing rural poverty. Through its non-farm interventions, the Bihar Rural Livelihoods Promotion Society (BRLPS) has linked approximately 15,000 poor rural households, out of which more than 2000 HHs are linked to the traditional arts and craft like Mithila Painting, Sikki, Sujani Embroidery and other Folk arts, which results into various products like Folders gift items etc.








This has been found that all themes/Offices of BRLPS uses different types (Nature/Design/Costing) of folder in various Meetings/Workshops/Seminars/Training programs etc and these folders are usually bought from open market.

At the same time JEEVIKA Didis of Madhubani, Muzaffarpur, Nalanda, Darbhanga and other districts also produce folders of different designs, which can be consumed by BRLPS to increase or support the livelihoods of those didi's. To streamline the value chain proposed, It is decided that from now onwards only these folders will be used for internal consumption of BRLPS-offices at all levels.

Non-Farm team along with CBO's members has developed some designs and categories of Folders, which would be used by all BRLPS offices for various meetings, workshops, seminars etc.

In design component, thematic inputs or requirements would be incorporated by CBOs. The designs, types, timeline and price range are being mentioned below:

category A (up to Rs.500 per piece)					
Sl No.	up to 10 folders	up to 30 folders	up to 50 folders	more than 50 folders	Folder
4	2 days	5 days	7 to 8 days	10 to 15 days	
12	2 days	7 days	12 days	20 days	

<b>category B (up to Rs.350 per piece)</b>					
<b>SI No.</b>	<b>up to 10 folders</b>	<b>up to 30 folders</b>	<b>up to 50 folders</b>	<b>more than 50 folders</b>	<b>Folder</b>
<b>3</b>	2 days	7 days	10 to 12 days	15 days	
<b>Madhubani painted silk folder</b>	2 days	5 days	10-12 days	15 days	
<b>Madhubani painted cotton folder</b>	2 days	5 days	10-12 days	15 days	
<b>10 and 11</b>	2 days	5 to 7 days	10 to 12 days	15 days	
<b>Category C (Upto Rs. 200 per piece)</b>					
<b>13</b>	2 days	5 days	7 to 8 days	8 to 12 days	
<b>stick file with Madhubani Painting</b>	2 days	4 days	5 days	7 days	
<b>Plain bavanbooti</b>	2 days	5 days	7 Days	up to 10 days	

Apart from internal consumption, Non-Farm SPMU and DPCU team may also liason with different district/state level offices to get purchase order in favour of PC/PG/CBOs.

1. For procuring above folders the contact person would be:

- **Nupur Kamal (YP-NF, SPMU)** – [nupurkamal\\_yp@brlp.in](mailto:nupurkamal_yp@brlp.in), 7808920109
- **Neha Singh (YP-NF,Nalanda)** – [neha.s\\_yp@brlp.in](mailto:neha.s_yp@brlp.in), 7808921388



2. All The concerned thematic teams/DPCU/BPIU should take approval of purchasing these folders under their concerned program and ensure payments to concerned Producer groups/Producer Company within 15 days of completion of programme.
3. Order for these folders should be given before time (as per time line) as mentioned in the table above so that it can be supplied when required.
4. Concerned Producer Group/Company would raise bill against concerned BPIU/DPCU/Theme of SPMU

**Enc. – SOP for File/Folder Procurement from CBOs**

  
**(Balamurugan D.)**

Chief Executive Officer-Cum-State Mission Director

**Copy To:**

1. OSD/Director/AO/CFO/PS/PCs/SPMs/PMs/SFMs/AFMs
2. DPMs/FMs/YP-NF/Mgr-NF/BPMs
3. IT section

### SOP for File/Folders Procurement from CBOs

Presently there are Eighty Six lakh rural households associated with BRLPS, which are involved in different livelihoods activities. There are more than 400 Producer Groups are linked with Nonfarm activities with more than 11000 HHs. Out of which and a good number of them have acquired skills in the traditional arts and craft like Mithila Painting, Sikki, Sujani Embroidery and other Folk arts, which results into various products like Folders gift items etc.

This has been found that all themes/Offices of BRLPS uses different types (Nature/Design/Costing) of folder in various Meetings/Workshops/Seminars/Training programs etc and these folders are bought from market.

At the same time JEEViKA Didis of Madhubani, Muzaffarpur, Nalanda, Darbhanga and other districts also produce folders of different designs, which can be consumed by BRLPS to increase or support the livelihoods of those members.

To streamline the proposed value chain proposed, it has been decided that from now onwards only these folders (Produced by Didi's of JEEViKA) will be used for all internal meetings, workshops, Seminar etc.

Process involved under this would be:

1. Design Development

Designs will be developed by designers from JEEViKA/ Consultant/Agency hired by JEEViKA in consultation of artisans from PG/PC/CBO.

2. Sampling

Actual samples will be developed after selection of designs among the developed designs. Samples/Photograph of samples will be shown to prospective buyers and samples will be revised as per suggestions from buyers. Feedback/Suggestions from concerned themes would be incorporated.

3. Approval of products from concerned BPIU/DPCU/different verticals of SPMU

After all changes suggested from buyer, final sample will be developed and approved by buyer. Concerned thematic team/BPM should take approval for purchase of said product from the competent authority. A format for specification sheet of selected products will be shared to buyer and details will be filled by them as per the final selected product.

4. Work order from concerned BPIU/DPCU/Theme at SPMU to PG/PC/CBOs

Work order should be given to concerned PC/PG/CBO from buyer along with the filled Specification sheet for each product. Work order should include:

- Rate of product
- Quantity of products
- Date of Delivery
- Place of delivery
- Filled Specification sheet

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- Payment terms
5. Advance of 60% of total payable amount to PC/PG/CBO  
60% of total amount mentioned in work order will go to the concerned PC/PG/CBO as an advance for initial procurement and other works to do at production level.
  6. Product Delivery to concerned buyer  
Final products will be developed by Groups and will deliver the final products to the place asked by buyer.
  7. Submission of bills to Buyer by concerned PG/PC/CBO  
Supplier PC/PG/CBO will submit the final bills of products delivered to concerned supplier.
  8. Stock entry of products in the stock register  
Stock entry of all the products received at different office will be done by concerned thematic team at DPCU/SPMU and office assistant at BPIU.
  9. Payment to PC/PG/CBO within 15 days from the date of submission of bills.  
After receiving of bills from supplier, payment should be processed by concerned BPIU/DPCU/Vertical of SPMU. Payment should be done within 15 days of submission of bills from supplier and this is whole sole responsibility of concerned thematic/BPM who has taken approval and initiated the procurement.

An advance of rupees 50000 (as working capital) will be given to all Producer groups involved in production for the maintenance of stock at PG level for BRLPS which can be used by BRLPS when ever required. After supply of products, the amount payable (mentioned on bill) will be adjusted from advance given.

g/c  
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