



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



Floor, Vidya Bhawan-II, Balliey Road, Patna – 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250-4960; e-mail : info@brlp.in; Website : www.brlp.in

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Office Order

Project is engaged in promoting Training & Learning Centres (TLCs), owned and managed by the community at District level. To maintain transparency of accounting system and financial control, it is important to have audit of TLCs. Accordingly, it is proposed to have year-wise audit of TLCs from the day of their formation. Presently, there are 11 TLCs in the Project in the districts namely- Gaya, Nalanda, Muzaffarpur, Madhubani, Khagaria, Purnea, Saharsa, Supaul, Madhepura, Jehanabad & Rohtas in which Audit of TLCs **upto March'18 is to be completed by November 2018.**

The Audit of TLC in a district will be conducted by one Audit firm. The district will identify one audit firm from the pool of auditors empanelled for respective district, on the basis of performance. The audit fee will be paid by the project from the **budget component – BTDP-4. CBOs Audit cost, NRLM – B2.1.3.1.1 Audit fee & Law compliance.** For Jehanabad district, Patna district will send the Auditor from its existing Panel.

The District Project Managers are hereby directed to adhere to the same with the support of respective Thematic Managers.

By the order of CEO

(B.K.Pathak)

Officer on Special Duty

Annexure – 1. Audit coverage

Annexure -2 List of TLCs

Copy to –

1. Director/OSD/CFO/AO/PCs/SPMs/PMs/AFMs
2. DPM/FM/Manager-IB&CB/Manager-CF
3. IT Section
4. Concern File

Annexure 1

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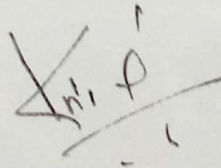
Audit should cover the following Specific Points -

Physical -

- 1). Regular Conduction of RGB/ BoD meeting
- 2). MoU between CLFs & TLC, DPCU & TLC
- 3). Share Capital and membership fee submission by member CLFs
- 4). Formation of Structure of TLC (General Body, Representative General Body, Board of Directors, Office bearers) and sub-committee.
- 5). Regular updation of Books of Records
- 6). Procurement process adopted for procuring items in TLC
- 7). Fund flow process of advance releasing to TLC and UC submission
- 8). Regular Conduction of trainings

Financial -

- 1). Receipt & Payment Statement
- 2). Income and Expenditure Statement
- 3). Balance Sheet (with details included)
- 4). Bank Reconciliation Statement



Smriti Singh

Annexure 2

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Sno.	District	TLC Name
1	Gaya	Gauatam Buddha Training and Learning Centre
2	Nalanda	Unnati Training and Learning centre
3	Muzaffarpur	Jaagriti Training and Learning centre
4	Madhubani	Mithilanchal Training and Learning centre
5	Khagaria	Eklavya Training and Learning Centre
6	Purnea	Renu Training and Learning Centre
7	Jehanabad	Parivartan Training and Learning centre
8	Saharsa	Kausiki JEEViKA Vidyapeeth TLC
9	Supaul	Aakash JEEViKA TLC
10	Madhepura	Aadarsh JEEViKA Mithila TLC
11	Rohtas	JEEViKA Gurukul TLC

