



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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**Ref No. - BRLPS/Project-M&E/866/16/ 330**

**dated - 07.05.18**

### OFFICE ORDER

To strengthen the review system of the project and review the progress, the SPMU will be conducting monthly meeting with DPMs which will be chaired by CEO, BRLPS on the dates mentioned in Annexure - A.

For monthly meeting at BPIUs and DPCUs, a detailed guideline had been issued through – Ref No. - BRLPS/Project/266/12/1623 dated - 12.07.2016 that includes Block, District level checklist with other instructions. Except state meeting schedule, other instructions of the said office order will remain effective in FY 2018-19 also and all DPMs and BPMs will ensure execution of all instructions given therein (Copy enclosed).

The standard presentation format, which is already shared on which all districts will have to reflect monthly progress. Like previous year, reporting cycle will be 26<sup>th</sup> to 25<sup>th</sup> every month. The districts/blocks will ensure timely uploading of data on MIS, AAP Tracking System and NRLM portal as already communicated.

By the order of CEO

(B. K Pathak)

7.5.2018  
Officer on Special Duty

#### Copy to:

1. All District & Block Units Officers
2. All State Unit Officers
3. IT Section

## Annexure A

## Calendar of State Review Meeting 2018-19

Sl. No.	Month name	Dates	Day
01	April	26 <sup>th</sup> April 2018	Thursday
02	May	21 <sup>st</sup> May 2018	Monday
03	June	14 <sup>th</sup> June 2018	Thursday
04	July	21 <sup>st</sup> July 2018	Saturday
05	August	18 <sup>th</sup> August 2018	Saturday
06	September	19 <sup>th</sup> September 2018	Wednesday
07	October	24 <sup>th</sup> October 2018	Wednesday
08	November	17 <sup>th</sup> November 2018	Saturday
09	December	13 <sup>th</sup> December 2018	Thursday
10	January	11 <sup>th</sup> January 2019	Friday
11	February	7 <sup>th</sup> February 2019	Thursday
12	March	12 <sup>th</sup> March 2019	Tuesday





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बिहार सरकार

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Ref. NO: BRLPS/Project/266/12/1623

Date : 12.07.2016

### OFFICE ORDER

To strengthen the review system of the project, it is important to have fixed dates for the review with the pre informed agenda. In this regard, following dates has been freezed for the review of the project units.

The DPMs should ensure that the BPIU led by BPM should review their staffs between 26<sup>th</sup>-30<sup>th</sup> of every month and the DPCU should review the BPMs and themes between 2<sup>nd</sup> - 7<sup>th</sup> of every month.

The DPCU to share the minutes with the concern nodal person of the districts and a copy of the minutes to be send to [pankaj@brlp.in](mailto:pankaj@brlp.in) within three days of the district meeting. The Performa for the monthly reviews has been enclosed as **Annexure A**.

The SPMU will be conducting the monthly meeting with the DPMs which will be chaired by CEO, BRLPS on the dates mentioned as **Annexure B**. The Performa for the Monthly reviews has also been enclosed as **Annexure C**. All the DPMs are hereby directed to plan their meetings and also come prepared in the State meeting.

All the Districts Units are hereby directed to update the progress by 25<sup>th</sup> of every month in the MIS, NRLM and AAP web portal. The review will be done only through MIS for those indicators for which MIS has been rolled out.

(Balamurugan D.)

CEO cum State Mission Director

Copy to :

1. All District and Block Unit officers
2. All State Unit Officers
3. IT Section

**Annexure "A"**

**Block Review Meeting**

**Checklist (√/x)**

Cluster Report Submitted by the Area Coordinators	SHGs Bank A/c Opening and Linkage Account details	Cadre Honorarium Indent Submitted by the Area Coordinators
Livelihoods Report submitted by LHS	Farmer Card as per the Farmer Number	FLTA submitted by all the staffs till the last month Total Field Level Staffs:
SHGs /VOs/CLFs /PGs/ PCs/ Profile Submitted as per the numbers reported  SHGs VOs CLFs PGs PCs	VO Receipt and Payment available for the month in the block as per the VOs reported Manual:	CLFs Receipt and Payment available for the month in the block as per the VOs reported Manual:

**The Report to be submitted by the Area Coordinators a day before the meeting.**

**Schedule of the Block Meeting:**

Time	Themes
9.30 – 11.30 a.m	Presentation by the Community Coordinators on the progress made in the month as per the AAP and Work Plan for the Next Month
11.30 – 1.00 p.m.	Presentation by the Area Coordinators on the VOs and CLFs Quality Indicators and Work Plan for the Next Month Presentation by the Livelihoods Specialists on the Farm , Livestock, Skills and Non-Farm
1.00 – 1.45 p.m	Discussion on Livelihoods with Community Coordinators : Farmers Coverage , Status of Producer Groups , Fund Utilization in Livelihoods, Distribution of Chicks, Animal Health Camp , JOBS Fair and Youth Identification.
2.30 – 3.30 p.m	Discussion on Performance Indicators: Food Security Cycle , Utilization of Fund, Rotation of Money at VOs and CLFs level , Training of CBOs, Performance of the Community Professionals , Insurance , BoRs, Toilet Construction.
3.30 – 4.30p.m	BPM to review on SHGs Formation , SHGs Credit Linkage ( Stationery Availability , Training , Document preparation , Document Submission , Sanction order , Fund Disbursement ) and NPA
4.30 – 5.30 p.m	Week Wise Plan finalization for each CCs, ACs and LHS
5.00-6.00 p.m	Open Session

*M/V*

**District Review Meeting**

**Checklist (✓/✗)**

Block Report Submitted by the BPMs	% of Profile Updated in the MIS SHGs VOs CLFs PGs PCs	Cadre Honorarium Indent Submitted by the BPM
Thematic Report submitted by each of the theme	% of VOs receipt and Payment Updated till last quarter in the MIS	FLTA and TA and DA submitted all the staffs till the last month by the BPM
Report Updated in Web portal	% of CLFs receipt and payment updated till last quarter in the MIS	% of Amount UC submitted by the block

**The Report to be submitted by the BPMs and Thematic should be a day before the meeting.**

**Schedule of the District Meeting:**

Time	Themes
10.00 – 2.00 pm	Presentation by the BPMs: <ul style="list-style-type: none"><li>● Progress against the AAP</li><li>● Status of VOs and CLFs Quality Indicators</li><li>● Status of SHGs Formation , Bank linkage and NPA , Insurance and BoR</li><li>● Status of Farm PGs , Business Plan and UCs</li><li>● Status of VOs taken up Farm Intervention – Coverage, Acreage and Crop details</li><li>● Status of Mother Unit – Chicks Status , Distribution and Rotation</li><li>● Status of Livestock PGs , Business Plan and UCs</li><li>● Status of Non Farm PGs , Business Plan and UCs</li><li>● Status of Capacity Building</li></ul>
2.45 – 3.45 pm	DPM to review on SHGs Formation , SHGs Credit Linkage ( Stationery Availability , Training , Document preparation , Document Submission , Sanction order , Fund Disbursement ) and NPA
3.45 -4.30 pm	Discussion on Performance Indicators: Food Security Cycle , Utilization of Fund, Rotation of Money at VOs and CLFs level , Training of CBOs and Staffs, Performance of the Community Professionals , Insurance , BoRs and Convergence.
4.30 – 5.00 p.m	Discussion on the Office Order / New Policies / District Convergence / SBM and Way forward
5.00 – 5.30 p.m	Priority Area for the Next Month to be finalized along with the fixed time . It will be part of the Minutes which will be signed and circulated to all the participants.

*Handwritten signature*