



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 towards Revised Cost norms of CLF

JEEVIKA is organizing poor women across state in the community based organizations i.e. SHGs, VOs, and CLFs. There are around 900 Cluster federations in the state. In the initial phase, CLFs need handholding support to start the basic activities i.e. conducting RGB/ BoD meeting, a/c opening, selection and training of CLF staff, and initiate ICF repayment etc. In order to facilitate and support its functioning, a provision of Rs. 1,10,000/- was made as one-time establishment cost to the CLF. An addition fund of Rs. 69,000/- has also been marked as administrative expenses for initial 6-months to meet its routine expenditures. This one-time establishment cost will augment the functioning of CLFs with the establishment of proper office.

Now, the one-time establishment cost of CLF has been revised taking into account the experience and suggestions received from the CLF leaders and staff in general. The approved budget for CLF establishment cost is Rs. 177000/-.

All districts are instructed to provide the differential establishment cost to CLFs/ WDC federations and the 6-months administrative cost by 15th January'19. The procurement of items prescribed in the cost norms needs to be ensured by 15th February'19.


(Balamurugan D.)

Chief Executive Officer-cum- State Mission Director

Copy to:

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

Establishment Cost for ONE Cluster Level Federation (CLF)			
(A) Operational Budget			
Sl.	Particulars	Cost Details	Budget Support
1	CLF office rent, small consumable items, stationary	7000 (max. for 6 months)	42000
2	CLF meeting cost, travel allowance to members, meeting refreshment	4000 (max. for 6 months)	24000
3	CLF audit expenses	one time, per year	2000
4	CLF GB meeting	one time per year	10000
5	Miscellaneous	2000 (max. for 6 months)	12000
6	Minor repairing of CLF office (one time)	one time	10000
7	Interiors in the office	one time	10000
TOTAL(A)			110000

(B) Office Establishment Cost (One Time)					
SL.	Particulars	Unit	Rate/Unit(Rs.)	Amount(Rs.)	Description of Items
Fixed Expenses					
a Office Equipment					
1	Tables	5	3500	17500	Min. Size 120cmX75cmX75cm (approx.) to Max.120cmX75cmX75cm (approx.)
2	Plastic chair	20	700	14000	Standard
3	Mats (Dari) Big	5	2500	12500	Min. 10'X15'
4	Ceiling Fan	5	1800	9000	Standard (branded)
5	Pedestal Fan	2	3500	7000	Standard (branded)
6	Steel Almirah (Big)	2	10000	20000	Min. Size 4'X3'X1.5'(approx) to Max.6.5'X3'X1.5'(approx.), at least 20 guage steel
7	Tube lights (CFL/LED)	10	100	1000	Standard (branded)
8	File Rack	2	4000	8000	Min. Size 160cmX92cmX31cm (approx), atleast 4 shelf strongly welded
9	Water Filter	1	7000	7000	Standard (branded)
10	Name board, Notice board(2), white board(2), Sign board, Flexes, Wall Clock etc.			10000	Notice board - 3'X4', White Board, Name board - 6'X4'
11	Kitchen items/ utensils, one cylinder set etc.		10000	10000	Standard (branded)
Total (a)				116000	
b Computers and Printers					
1	Desktop computer with UPS	1	40000	40000	Min. requirement (Processor core i5, 6th gen, RAM - 4GB, HDD-ITB, Monitor 17 inch, Mouse, Keyboard, Integrated Graphics, UPS-600 VA
2	Printer with scanner	1	6000	6000	Min. requirement Resolution-600X600 dpt Duplex-Auto, Page per minute (speed)-20ppm,paper size -A4 (preferably all in one printer, scanner, xerox)
Total (b)				46000	
c Equipment for Communication					
1	Mike with speakers	1	15000	15000	Preferably - Portable PA system, min. 15 watt
Total (c)				15000	
Total(B) Office Establishment a+b+c				177000	
Grand Total(A+B)				287000	

total budget: Rs.2,87,000 (two lakhs eighty seven thousand only)

- Item no. A6-minor repairing cost will be subject to the approval of competent authority based on the proposal received.
- Budget line NRLM-B2.2.3.3 (CLF startup cost), BTDP A9 (CLF establishment cost)
- Stock entry of all the procured items is mandatory. CLF Bookkeeper will ensure it.
- Different methods are involved for procuring different items so Procurement Manager will train and support 'Procurement Committee' and project staffs for preparing rate bank and procuring items.
- Based on the Rate Bank, committee has to negotiate for the cost of items.
- In case of unavailability of described items, CLF can take decision for the same and procure as per community procurement norms.

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