



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Date:- 09.01.2018

OFFICE ORDER

Competent authority has approved the empanelment of State Resource persons (SRPs) & District Resource persons (DRPs) for Health Nutrition and Sanitation (HNS) related interventions such as CLTS training, MIS related trainings, HNS modules rollout, Handholding support to the community Institutions in field mobilization etc. These empanelled Resource persons will be responsible for training of staffs, Cadres and Community members. Following major tasks can be assigned to the SRPs/DRPs:-

1. Resource Person support for Capacity Building Trainings:-

- As per the requirement of the districts empanelled SRP/DRPs will be assigned for Capacity building training on CLTS, HNS module rollout, MIS related trainings etc. As per the need of district, DPCU will intimate the State nodal person, Capacity Building (HNS theme) in writing or through the mail. Nodal person assigned for this work will intimate the resource person as per the request received from the district and after assigning them will inform the DPCU regarding their availability.
- After completion of the training in the district SRPs/DRPs need to submit the following documents to the concerned DPCU-
 - Day wise Training report.
 - Participants list and details with their grading in the prescribed format.
 - Invoice and supportive original bills as needed.

A copy of the training report and participants details (in excel sheet) must be submitted in soft copy through email to the nodal person of SPMU HNS theme also.

- During the training Resource persons will be provided the resource fee and other allowance as per the approved guideline as mentioned below;

| Sl | Position | Resource Fee | TO and Fro travel Allowance for each trip to District | Lodging and Food Cost |
|----|----------|------------------|---|--|
| 1 | SRP | Rs.2000/-per day | Rs.1000/-This would include travel allowances and on way food expenses and other incidentals) | Within the maximum limit of Rs.1500/-per day (including Rs 300/-for food per day), as per actuals. |
| 2 | DRP | Rs 1500/-per day | | |

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2. Hand holding support by the SRPs/DRPs:-

- a) Apart from training in Health, Nutrition and Sanitation (HNS) module, the SRPs/DRPs may also be engaged in handholding support to the CMs,WCRPs ,Motivators and Community Institutions etc to perform activities such as CLTS field triggering, formation of Nigarani Committees, Morning and Evening follow ups,Video shows,Ratri Chaupal,Kala Jatha,Promotion of Appropriate toilet technology, ODF verification,Geo tagging, MIS training/Entry,LSBA Payment process etc as per the requirement of the districts assigned to them.
- b) SRPs/DRPs need to submit the following documents to the concerned DPCU-
- Day wise Work Done Report.
 - Invoice and supportive original bills if needed.

A copy of the report must also be submitted in soft copy through email to the nodal person of SPMU HNS theme .

- c) The fee and other allowances for SRPs and DRPs during the **HNS handhold support** are mentioned as below;

| <i>SL</i> | <i>Position</i> | <i>Resource Fee</i> | <i>TO and Fro travel Allowance for each trip to District</i> | <i>Local Travel and fooding cost</i> | <i>Lodging Cost</i> |
|-----------|-----------------|---------------------|---|--|--|
| 1 | SRP | Rs.2000/-per day | Rs.1000/-This would include travel allowances and on way food expenses and other incidentals) | Rs.500/- per day as allowance for travel, food and incidentals | Within the maximum limit of Rs.1200/-per day, as per actuals |
| 2 | DRP | Rs.1500/-per day | | | |

- d) As per the need of the district concerned, DPM may assign each individual SRP/DRP maximum up to 15 days in a month to provide handholding support(apart from excluding training) to field cadres, CBOs, Communities and staff. This SRP/DRP engagement plan with assigned tasks will be shared with the SPMU so that placement should be within the limit.
- e) In one Block maximum 02 SRPs/DRPs can be deployed in a month.

Provision of Advance payment to SRPs/DRPs and others-

Considering the day to day needs during stay in field, provision of Advance payment has been approved as below;

- DPMs are authorised to pay 50% of the Resource fee amount as advance to SRPs/DRPs of the Resource fee .
- SRPs/DRPs may also claim 50% advance of overall bill amount after completion of the assigned task and submission of all required documents. Rest of the amount may be released after due process of approval by the DPM.
- Resource fee of the SRP/DRP to be paid within 15 days of the submission of invoice and required work completion reports.
- In case SRP/DRP reaches the training venue a day before the day of training, they will be entitled to stay in the training venue. In case the venue is not available, they may stay as per their entitlement as mentioned above. But in such case they are not entitled to claim resource fee of previous day or for transit period/days.
- After payment is made to the SRPs/DRPs, the DPCU will share details of payment and deduction (if any) through the email to the concerned SRP/DRP.
- In case SRPs/DRPs are called for meeting /workshop/training at SPMU,Patna,their travelling expenses will be reimbursed by SPMU as per actuals.

Budget Head:-


Resource person's fee, consolidated travel allowance(including travel, food and other incidentals) and accommodation cost during the training/handholding support will be booked under the IEC/CB head of SBM-G or it will be booked under cadre training /IEC head under BTDP/NRLM/NRLP Head.

Review of Performance of SRPs/DRPs:-

DPM, Manager-HNS and BPMs will keep track of the work during the assigned period in their districts/Blocks. They will give feedback regarding activities performed by the SRPs/DRPs in the prescribed format to the State Nodal Person.

CC to :

OSD/CFO/SFM
All DPMs/SPMs/PMs/AFM
All Mgr-HN/Mgr-IBCB/Mgr-MnE/Mgr-SD/FM
IT Section


09.01.2018
(Kumar Anshumaly)

Director

List of Empaneled Resource Persons(HNS-SRPs/DRPs)

| Name | District | email | Contact No. | SRP/DRP |
|---------------------------|-------------------------|--------------------------------|---------------------------|---------|
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