



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



1<sup>st</sup> Floor, Vidyut 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

Ref.: BRLPS/Estt/221/08/4572

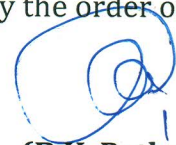
Date: 16-02-18

### Office Order

BRLPS officials including Mentors at SPMU level are required to submit tour report after returning from official tours. It has been observed that in some cases, travel reports submitted by officials are sketchy and do not contain required details like objective and outcome of the tour, issues discussed, issues resolved, directions given, if any, and issues required to be brought to the knowledge of concerned officials at SPMU.

The Office Orders in this regard had been issued earlier vide BRLPS/Admn/04/06/Vol.-5/2402 dated 20.09.2014 and BRLPS / Admn / 04/06/ Vol.-6/ 2098 dated 12.10.2015. Vide these orders, officials on tour had been required to submit self-contained report. The same is re-iterated and the concerned officials are directed to mail self-contained report addressed to CEO with a copy to OSD, Director and PA to CEO. Such report should contain objective, outcome and period of the tour. It should also contain directions given, issues resolved, issues requiring attention of SPMU officials etc.

By the order of CEO,

  
16/2/18

(B.K. Pathak)

Officer on Special Duty

Copy to:-

1. All SPMU Staff
2. All DPMs/FMs/Managers-HR & Admin.
3. IT Section
4. Concerned file.