



# 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

For efficient and effective implementation of project related activities, timely movement and disposal of files - particularly Finance and HR related files - is important. Although, timelines for initiation, processing and disposal of files at various stages are already there, it is felt necessary to reiterate the same. Accordingly following timelines are being issued:-

Sl. No.	Description of work and responsibility	Timelines
01.	After receipt of a letter/bill from reception or through e-mail, docketing and initiation of the letter/copy of e-mail in the file :- <ul style="list-style-type: none"><li>• if received in forenoon</li></ul>	Same day
	<ul style="list-style-type: none"><li>• If received in the afternoon</li></ul>	On the following working day
02.	Noting put up in file by OA/PA and file submitted before PM/YP/PO	2 working days.
03.	Noting by PM/YP/PO put up in file and file submitted before SPM/PS/SC/AO	2 working days.
04.	Noting or order by SPM/PS/AO/SC or file submitted before PC/Director/OSD/AO	2 working days.
05.	Noting or order by Director/OSD/PC/CFO/AO or file put up before CEO	3 working days.
06.	File endorsed by CFO to the accounts section	1 working day.
07.	File processed by the accounts section and submitted to AFM/SFM	5 working days
08.	File processed by AFM/SFM and submitted before CFO/OSD/Director/AO	2 working days
09.	File disposal or submitted to CEO by CFO	2 working days.

As per deadline for payment related issues, final payment to the service providing agency/supplier should be made within 15 days. For adherence to this timeline, it is necessary that bill is processed and submitted to Finance Section by the concerned theme within a period of 5 days from receipt of bill. It is also necessary that after conclusion of an event, the bill related to the same is submitted by the agency to the concerned theme within 7 days. For this, the concerned theme is required to play a pro-active role in collecting the bill from the concerned agency.

Finance section should take maximum period of 10 days within which cheque should be prepared and amount transferred to the agency's account.

The above mentioned timelines would be for files with common nature/issues. In case of complicated files, which require careful scrutiny, longer period may be taken for which person at the concerned level should have sufficient justification.

Any delay without reasonable justification will be taken as violation of this office order.

It is expected that normally, the above mentioned timelines are adhered to.

By the order of CEO,

  
16/5/2018  
**(Braj Kishore Pathak)**  
Officer on Special Duty

Copy to:-

1. All PCs/SPMs/PMs/SFMs/AFMs
2. OSD/AO/CFO/PS/PO
3. IT Section
4. Concerned file.