



JEEVIKA

An Initiative of Government of Bihar for Poverty Alieviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

BRLPS (JEEViKA) has scaled up its activities across the state. It has led to formation of large number of Community Institutions (SHGs, VOs, CLFs and others) in different blocks across the state. FI theme has the responsibility to facilitate timely Capitalisation (both from the project and the mainstream financial institutions). This translates in to the fact that a lot of preparations are required with respect to visit to different districts (for substantial period of time in one go), training arrangement suddenly and in planned way with project staffs and other stakeholders, workshop arrangement, Xeroxing of relevant documents, payment to labourers for carrying documents etc. It has been felt that advance becomes a constraint on many occasions.

In order to facilitate smoothening of the process and lend a helping hand in bringing efficiency to the whole business process, following is being approved:

- A) Responsibility is delegated to PC – FI to approve the advance requirement of people associated with FI theme at SPMU, for an amount up to Rs. 25000/- (Rs. Twenty Five Thousand Only) to meet different requirements related to project.
- B) It is to be ensured at the level of PC – FI to facilitate settlement of the advance amount within stipulated timeline. This will help in effective planning and result delivery.
- C) The advance requirement may be approved up to SPM level. Due prudent assessment will be made and based on the same, the approval may be accorded. PC – FI will ensure that settlement of advance guidelines are adequately adhered to. The timelines will be taken care of. This will help in bringing efficiency to the whole process and instrumental in cases when some of the officials plan for Journey for 10 days at a stretch or even more
- D) Responsibility is also delegated to PC – FI, for providing approval for vehicle to staffs up to PM (Project Manager) and consultants for 10 days at a stretch. Presently for project staffs it is stipulated at 7 days. This will help in planning for long distance districts.

By the order of CEO, BRLPS


28.05.18

Mukesh Chandra Sharan

(PC – FI)

Copy to:-

1. Finance Section/FI Section.
2. Concerned File.