



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

BRLPS (JEEViKA) has expanded its operations across all the 534 blocks of the state. This has helped in formation of large number of Community Institutions (SHGs, VO, CLFs, PGs and PCs). These Community Institutions need to be nurtured in order to make them more sustainable and better managed institutions. The nurturing needs to be done in such a manner, that they are suitable to **withstand the scrutiny of any quality indicator required for leveraging of resources from different mainstream institutions.**

Some of the important aspects that aid the whole endeavour remains **timely training of different cadres, refresher training to cadres** for updating in the knowledge required; **timely availability of Books of Records, ensuring its due upkeep, audit, compliance, leveraging of resources from banks, repayment to banks and digitization of transactions** in the MIS of the project. All the mentioned aspects help in bringing larger transparency and accountability to the community institutions. This is **possible only if planned efforts** are being made to ensure the above mentioned aspects.

Based on the previous experience and to meet the emerging requirement of the project, following aspects have been considered and approval has been accorded:

- A) BRLPS (JEEViKA) has worked on the strategy of nurturing **Resource Book Keeper** in order to facilitate timely and **accurate updating of Books of records.** This is also a step towards digitization. The strategy has yielded results in FY 17 – 18 and there is a felt need to continue with the strategy. **Each BPIU is allowed for 3 Resource Book Keepers (1 for each cluster)** and they may be paid over and above honorarium **for maximum of 7 days in a month.** The policy is applicable for the **FY 2018 – 19.** This is likely to aid the process of updating of **Books of Records** and preparation of **Financial Statements** in correct way which is very crucial for taking digitization to the next step. They will be **paid as per CRP policy.**
- B) There has been a shortage of Books of Records (SHGs, VO and CLFs) at the level of the community institutions. It is important and crucial that **both short term and long term arrangements** are being made to ensure availability of Books of Records.

[Signature]

Considering the criticality and importance of the need for availability, **each of the districts is allowed with a budget of Rs. 5 Lakhs (Rs. Five Lakhs Only)**. Each district is directed to ensure 30 pager LDP and 30 pager Ledger to all the SHGs that do not have the Books of Records with them. This may be procured from the district/block as per the requirement. **It is mandatory for the districts/blocks to ensure availability of books to community cadres who are being provided with training. There should not be an exception to the rule or practice** required for better nurturing of the SHGs. This is the higher limit and districts are advised to take stock of the situation and then do the procurement. **Stipulated guidelines of the procurement have to be adhered to.**

- C) Each of the districts is required to facilitate availability of Books of Records related to VO's as well along with CLFs. **Districts having blocks up to 10 in numbers** are allowed to ensure availability of essential books (Cash Book, Ledger, Loan Ledger/Saving Ledger) with a budget up to **Rs. 3 Lakhs (Rs. Three Lakhs Only)**. **Districts having more than 10 blocks in number** are allowed to get the print/purchase for an amount up to **Rs. 6 Lakh (Rs. Six Lakhs Only)**. Districts are allowed to make an assessment of required Books of Records and accordingly proceed for the procurement. It is made clear that **Cash Book, Ledger and Minutes Book is compulsory either through Community Institutions or through the project**. If districts are in position to facilitate above through market, then Savings Ledger and Loan Ledger register has to be given importance. This is the maximum limit for the time being and stipulated laid down guidelines have to be adhered to. **Districts are directed to make an assessment about the pressing requirement and based on the same initiate the process of procurement.** This is the maximum limit and due diligence is required to be done for arriving at the number of books that needs to be procured. Laid down **procurement guidelines have to be adhered to.**
- D) **Mr. Arunodaya Prakash, AC** will continue to work as in charge – Manager - Community Finance in **Arwal DPCU** with existing stipulations and will continue to work till further order. He has set in exemplary practices in Arwal and thus need to continue further.
- E) It is directed that all districts will identify **up to 10 locations (7 location is mandatory)**, where regular training can be **conducted without any hassle. DPM along with FM/Procurement Manager/Procurement Committee** is directed to ensure that names of such locations are submitted to CFO/PC – FI along with copy to SPM – CF and PM –



CF on ranjit@brlp.in, mukesh@brlp.in, sanjay@brlp.in, and rajeev@brlp.in. Also send the copy of mail to **CEO, BRLPS and other SPMU members by 7th June 2018**. This is the **key to ensuring capacity building** and thus **all are directed to act in the context mentioned**. The Names should include existing TLC centres as well. It is important that TLCs are in better condition. **Districts are directed to conduct more number of trainings around books of records and other related aspects in FY 2018 -19** considering the base rate that existed for FY 2017-18 till the time budget is formally communicated.

- F) It has been observed that refresher training on Books of Records **related to Ledger and Loan register** is required. All districts are required to ensure **residential/non-residential training at Block/CLF/Districts** level on priority.
- G) **Audit compliance** will be prepared for Audit report related to FY 2017-18 for community institutions. It needs to be completed on priority. BPMs to ensure that the endeavour is supported by **Block Accountant, RBK (Resource Book Keeper) and Master Book Keeper**.
- H) It has been reiterated in the past and is reiterated again that **BPMs will ensure meeting with Book Keepers and Master Book Keepers on monthly basis**. This time needs to be utilized for work around **Fund Rotation, preparation of Financial Statements, Idle Fund and Digitization**.

All are directed to act in letter and spirit of the direction accorded by competent authority.

By the Order of CEO, BRLPS



Mukesh Chandra Sharan

(PC – FI)

Copy to:-

1. All SPMU officials.
2. All DPCU officials.
3. All BPMs/All Staffs
4. Concerned File.