



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



1st Floor, Vidyut Bhawan-II Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250 4960, e-mail : info@brlp.in, Website : www.brlp.in

Ref. No. BRUPS/Roj-NF/SVEP/1079/17/754

Date:- 05.06.18

Office order

Policy for Start-up Village entrepreneurship programme Book keeper at Block resource centre

The vision of SVEP is "To help the rural poor come out of poverty by helping them set up enterprises and provide support till the enterprises stabilize." To provide them with business skills, exposure, loans for starting and business support

As Start-up Village entrepreneurship Programme(SVEP) is running across twelve blocks of Bihar. SVEP project has now expanding and speeding up in the block and it requires a fully dedicated book keeper at BRC (Block resource centre) for maintaining books of records and other handholding support to Block resource centre.

So as per demand, a BRC can recruit a full fledged dedicated book keeper .

A. Profile of BRC Book Keeper:-

BRC Book keeper is a preferably person with minimum qualification of matric/10th pass and should have at least 1 year experience of book keeping at community level and should have basic knowledge of computer . Preference will be given to female candidate residing locally.

B. Entity of BRC Book keeper:-

BRC Book keeper is staff of BRC.S/he will be in formal agreement with BRC which clearly depicts roles and responsibility, payment process, appraisal system and procedure of contract renewal/discontinuation. One Book keeper will provide full time services to only one BRC not any CLF or VO. S/he will be a full time staff of BRC and attend BRC office as per direction of BRC management committee.

C. Characteristics of BRC Book keeper:-

- S/he must possess basic knowledge of mathematics, basic accounting and having Hindi writing ability.
- Shall not have membership in any of the CBO promoted by Jeevika.

- Shall not be a public/elected panchyat representative or not with any public/government institution on contractual basis.
- S/he have patience and are sensitive to the rural poor women.
- S/he must be vocal and should not have any constraints regarding mobility.
- S/ he should be in the age group of 18 to 45 years, effective from date of advertisement.

D. Roles and responsibility of BRC Book Keeper under BRC management committee:-

- To maintain Books of records at BRC level (Cash book, Ledger & Loan register & etc)
- To prepare advice and ensure timely disbursement of fund to the entrepreneurs.
- To prepare BRC demand sheet each month and provide to CLF,SHG & VO level
- To provide and maintain passbook of beneficiaries.
- To ensure availability of advice at VO & SHG level.
- Distribution of interest on quarterly basis to the SHG,VO, CLF & BRC level.
- Minimum 10 days field visit to VO & SHG to ensure updation of books and records.

E. Selection process of BRC Book Keeper :-

BRC management committee will discuss about the selection of BRC Book keeper and take decision regarding the same. The concern BPM will facilitate the BRC meeting and discuss eligibility criteria, roles and responsible for BRC Book keeper.

- I. Further, BRC committee will be responsible for completion of selection procedure of Book Keeper.
- II. BRC will call for the application from eligible candidates through advertising at public places or informing concerned CBOs working in the area. SVEP BPM will facilitate the selection procedure.

La.
5/6/12

The schedule for selection process is as-

1. The candidates will submit the application form at the BRC office through hand drop or postal.
2. The candidates may submit the application form within 15 days of date of publication of advertisement.
3. The BRC will display the name of shortlisted candidates within a week of last date of receipt of application form.
4. within 7 days of publication of name of shortlisted candidates, BRC will conduct written test and interview.
5. Within a week of date of interview, BRC will publish the list of finally selected candidate.

III. Application received will be sorted and shortlisted as per the eligible criteria mentioned for further screening. Based on the number of shortlisted candidate, venue and date for conducting exam will be decided and informed to the candidates through phone or letter.

Further, written examination will be conducted for the shortlisted candidates.

IV. As per performance on the written test the committee will shortlist 5-6 candidates for final interview. Further, the committee will conduct final interview and finalize one Book keeper based on experience and performance and keep 1-2 as waitlisted candidate. SVEP-BPM will assist the selection committee and facilitate the selection process.

V. The committee will submit the final selection list to BRC management for its approval. The selected Book keeper will be under probation for 3 months. The BRC executive committee will take the decision for final selection of Book keeper. A resolution for final selection of Book keeper. A resolution for taking the services of particular Bookkeeper with 3-month probation period should be recorded in the BRC meeting minutes' book.

F. Monitoring and review of Book keeper

The BRC management committee with facilitation of SVEP-BPM will closely monitor the timely attendance of Book keeper at BRC office and maintenance of books of accounts and records. They will review Book keeper on quarterly basis with the facilitation of SVEP-BPM on periodical basis.


A handwritten signature in blue ink, possibly reading 'S. S. S. S.', is written over a horizontal line.

G. Capacity building of BRC Book Keeper:-

During the probation period of 3 month selected Book keeper will undergo training . NRO/SVEP BPMs & Community finance team will responsible for training for the book keeper. NRO will train the book keeper on the financial principles & element of SVEP. Book keeper will trained on the principles & methodology of accountancy by the community finance team of concerned district.

H. Probation and confirmation:-

BRC book keeper will be under probation for 3 month from date of selection and BRC management committee will confirm the probation after review of the performance. The probation may be cancelled in case of no significant improvement of their skill. The probation confirmation /rejection will be must be minutised in the BRC meeting minutes book.

I. Payment of BRC Book keeper

- During the probation period of first three month, BRC will pay Rs 90 per day maximum for 25 day total Rs 2250/month to BRC Book keeper through account payee cheque, based on actual attendance.
- After confirmation of probation period, BRC will review the performance of Book keeper on monthly basis and release the honorarium as per payment matrix of policy.It should be recorded in Books of account including payment voucher.
- Rs 500 per month Travel allowance will paid to BRC Book keeper for minimum 10 days visit in each month based on input report submitted at BRC.Purpose of visit will be to ensure updation of books of records at CLF and at VO level.

Payment matrix

Period	Rs per day*25 days(Maximum)	Honorarium (Amount in rs)	Fund Support	Job description
1-3 months	Rs 90 per day*25	2250(Max)	BRC	Mentioned above
3-36months	Rs160*perday*25	4000 (Max)	BRC	
36-48 months	Rs 180*day*25	4500 (Max)	BRC	

A handwritten signature in blue ink is written over the date 15/2/18. The signature appears to be 'L. N.' followed by a flourish.

J. Termination of BRC Book keeper:-

BRC management committee may terminate the Book keeper with one month prior notice on the following ground:-

- If there is any financial discrepancy by Book keeper or s/he involved in any illegal activity and it has been proved.
- If s/he are not able to perform the responsibilities of Book keeper
- If s/he are not following the organisation norms and values
- S/he is in unauthorized absence for more than 7 days

Initially, BRC management will give show cause notice to Book keeper before termination and provide 15 days maximum duration for reply. If s/he will not able to give appropriate response or BRC management committee is not satisfied with response, Book keeper will be finally terminated. The decision of BRC management committee with reason of termination of Book keeper must be minutised in the minute book of BRC and same shall be communicated to him/her. If Book keeper want to leave the job then s/he has to serve the one month notice period before leaving.

Enclosure-

1. Annexure 1:- Format for Bio data of BRC Book keeper

Copy to-

OSD/ Director/ AO/CFO.

PC/SPM/SFM/PS/PMs/AFMs.

DPMs/BPM-SVEPs/FMs/BPMs/Thematic Managers/NRO.

By the order of CEO



(Rajiv Kumar Singh)

State Project Manger-Non Farm

Annexure 1:- Format for Bio Data for BRC Book Keeper

Name:-

Father's /Mother's/Husband's Name:-

Date of birth:-

Telephone/Mobile number:-

Gender:-

Category:-

Address for correspondence:-

House no/street name

Village:-

Post office:-

Block:-

District:-

Permanent address:-

House no/street name

Village:-

Post office:-

Block:-

District:-

Educational details:-

S.No	Level of education	Board/university	Year of passing	% of marks

Work experience detail:-

Organisation Name	Designation	Area of experience	Experience in Month

Declaration:-

The above information furnished by me is true

Signature of Candidate