



JEEV KA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



1st Floor, Vidhut Bhawan-II Bailey Road, Patna - 800 021, Ph. : +91-612-250 4980; Fax : +91-612-250 4960, Website : www.brllp.in

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OFFICE ORDER

Digitization has become need of the hour for effective monitoring and support to different levels of Community Institutions. An Office Order number **BRLPS/Proj/497/14/Vol-III/3454 dated 29.11 2017** and **BRLPS/Proj-FI/497/14/Vol-V/464 dated on 08.05.19** have been issued for providing administrative support in digitization of transaction related to CLFs and VOs. At the same time, due amount of emphasis has been laid through the above mentioned office orders on important aspects like facilitating timely training, preparation of Financial Statements and its Digitization in the MIS. It is reiterated that Digitization should be given upmost priority in FY 2019-20 in order to take the work to the next trajectory for better monitoring and efficiency. All the DPCUs and BPIUs are directed to act on the following aspects with immediate effect:

1. It is reiterated that DPM should ensure availability of Desktop, Laptop and DEO/MIS Executive in each of the Block for Data entry purpose as per approvals accorded earlier.
2. Resource Book Keepers have been engaged in updating of Books of Records at VO level in mission mode. It is being reiterated that their services are utilized judiciously for ensuring that financial data related to VOs are updated. It has been experienced that the results are better if the data updating is facilitated at BPIU level. Both the Resource Book Keepers and Book Keepers participate in the process of **updating the Books of Records making it a learning and capacity building process**. It is advised that BPIUs make arrangement for lunch for all related person (RBKs, BKs & Nodal Person) and reimburse the minor travel expenditure of Book Keepers.

It is important to mention that approval **for 30 days** (to be utilized in 3 months) to provide reimbursement of minor travel expenditure and fooding has been communicated to all DPCUs and BPIUs through Office order no. **BRLPS/Proj-FI/497/14/Vol-V/464 dated 08.05.19** in case BPIUs were facilitating the updating of Books of Records through joint effort of Resource Book Keepers and Book Keepers. There were some districts which started


the endeavor in **April and May 2019** as well before the above mentioned office order was issued on **8th May'19**. It is made explicit that the provision of minor expenditure on travel and fooding is enhanced from **30 days to 60 days**. The calculation of 60 days will be **applicable from April 2019 to December 2019**.

This translates into the fact that each BPIU can utilize the Resource Book Keepers for maximum of **60 days from 1st April 2019 to 31st December 2019**. This includes the provision of 30 days issued through office order numbered **BRLPS/Proj-FI/497/14/Vol-V/464** dated **08.05.19**. The extended aspect will be supplemented with the strategy of providing reimbursement on travelling and providing food during the working hours. The budget for the same is being attached as **Annexure – I**.

3- Block Project Manager should start review meeting of Book-Keepers/ Master Book-Keeper on monthly basis to ensure updation of Book of records and its quality. It is to be ensured that transaction sheet must be submitted within 7 days of date of VO/CLF meeting. BPMs have to verify closing balance of VOs as per **Books of Records with MIS closing balance** as on 31st March'19.

4- Each of the BPIUs can procure **Cash Book and Ledger Book** for an amount upto **Rs.5000/ (Rs. Five Thousand Only)** to provide to newly formed VOs/CLFs **that have not been provided with proper Books of Records from Project**. There is a need to ensure placement of proper Books of Records from 1st day itself. In case there is **some procurement in the related VO/CLF**, then appropriate numbers of stock registers are also required to be made available to community institutions. **The approval of mentioned budget is subject to actual expenditure made and adhering to the stipulated guidelines**. BPIUs are directed to ensure proper stocking of the purchase made.

5- Other aspects mentioned in the office order **BRLPS/Proj/497/14/Vol-III/3454** dated **29.11 2017** and **BRLPS/Proj-FI/497/14/Vol-V/464** dated on **08.05.19** will remain valid for maintenance of data related to VO/CLF.


03/08/19
(Balamurugan D)

CEO, BRLPS (Jeevika)

Copy to:- All DPCUs/BPIUs/SPMU staffs

Annexure I:-

Budget for Books of Records Updating Drive at Block Level

Sl.No.	Particulars	Number	Cost per day	Total no.of days	No.of Months	Total	Remarks
1	TA of Book Keeper(As per Actuals)	6	50	10	6	18000	
2	Food for RBK,BK & Nodal Person	10	75	10	6	45000	
Total Budget per Block for a period of 9 months excluding CRP cost (Between April 19 to December 19 for maximum number of 60 days)						63000	

