



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref.: BRPLP/Coj-SD/1066/17/2309

### Office Order

Date: 16/09/2019

Hiring tenure of the 22 Enterprise Coordinators is being extended for a period of 6 months from 1<sup>st</sup> July 2019 to 31<sup>st</sup> December 2019. The roles and responsibilities of Enterprise Coordinators would be as follows:

- To monitor all S-MART shops in their respective blocks.
- At least 15 days visit in a month to handhold S-MART shops and check shop's records i.e. account record, sales record, stock record, customer footfall etc.
- Weekly report submission with regard to performance of shops to Enterprise Manager.
- Timely information to Enterprise Manager for cumulative material requirement for the shops.
- To provide campaigning support to entrepreneurs to enhance their business and also their demand creation.
- To help entrepreneurs for market research and new product training/demonstration at their shop.
- To help entrepreneurs to take decision about the product purchasing and segmentation of the products.
- To help entrepreneurs to link with bank and other financial institutions in support of Enterprise Manager for loan or other financial requirements.

Monthly honorarium of the enterprise Coordinator would be as follows:

- Monthly base honorarium – Rs. 4500/-
- Performance based incentive – Rs. 500/- per shop.

This incentive amount would be payable if the S-MART shop earns minimum profit of Rs. 7000/- in a month and maximum limit of incentive for one Enterprise Coordinator may go up to Rs. 3500/- per month.

By the order of CEO

(Braj Kishore Pathak)  
Office on Special Duty

Copy to:

1. DPM/FM/M-SD/BPMs of Gaya, Nawada, Bhojpur, Aurangabad, W. Champaran
2. All SoULS project staff
3. All PC/SPM/PM/SFM/AFM/PO
4. OSD/Director/CFO/AO
5. IT Section