



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: BRLPS/Proj-NF/1513/19/3410

Date: 22-11-2019

Office Order

Bihar Saras Mela (2nd Edition for FY 19-20) is going to be organized at Gandhi Maidan, Patna from 1st to 15th December 2019. For successful organization of Saras Mela, a Team within BRLPS is constituted as for carrying out different activities related with Saras Mela. Deputation period for different employees is in the below table.

Shri Rajiv Raushan, Additional Chief Executive Officer will look after over all coordination for successful organization of Bihar Saras Mela.

No.	Name of Employee	Designation	SPMU/DPC U/BPIU	Deputation Period	Assignment
1	Samir Kumar	PM-NF	SPMU	22nd Nov. to 18th Dec. 2019	Overall coordination
2	Devesh Kumar	Manager-NF & ME	SPMU	22nd Nov. to 18th Dec. 2019	Overall coordination
3	Pawan Kumar	PM-Communication	SPMU	22nd Nov. to 18th Dec. 2019	Communication related charge
4	Bipin Kumar	Manager-NF & ME	Nalanda	22nd Nov. to 18th Dec. 2019	Stall Allotment (Bihar SHGs) & Control Room
5	Suman Kumar	Manager-NF & ME	Bhagalpur	22nd Nov. to 18th Dec. 2019	Accommodation arrangements & Stall Monitoring
6	Roushan kumar	Manager-Communication	Buxar	22nd Nov. to 18th Dec. 2019	Media Management
7	Biplab Sarkar	Manager-Communication	Katihar	22nd Nov. to 18th Dec. 2019	Communication related
8	Ms. Nupur Kamal	YP NF	SPMU	25th Nov. to 18th Dec. 2019	Cultural Programs & Magic Shows
9	Punit Minz	YP NF	SPMU	25th Nov. to 18th Dec. 2019	Digital Payment System & Nodal for Banks
10	Ms. Ranjana Rashmi	YP NF	SPMU	25th Nov. to 18th Dec. 2019	Food Zone
11	Ms. Nupur Ojha	YP NF	SPMU	25th Nov. to 18th Dec. 2019	Stall Allotment (Other State SHGs) & Protocol
12	Ms. Ashruta Singh	YP NF	Vaishali	25th Nov. to 18th Dec. 2019	Protocol & Stall Monitoring
13	Shri Sayantan Hajra	YP NF	Purnea	25th Nov. to 18th Dec. 2019	Stall Monitoring

13	Abhijeet Mukherjee	YP-G & KM	SPMU	25th Nov. to 18th Dec. 2019	Communication related
14	Ms. Archana Khushi	Manager-Communication	Patna	25th Nov. to 18th Dec. 2019	Cultural Programs & Magic Shows
15	Ms. Gudia Kumari	Manager-H & N	Patna	25th Nov. to 18th Dec. 2019	Hygiene & Cleanliness
16	Surdeep Samdarshi	Manager-NF & ME	SPMU	25th Nov. to 18th Dec. 2019	Help Desk Management
17	Ranjan Kumar	Manager-HR	Bhojpur	28th Nov. to 8th Dec. 2019	Control Room
18	Santosh Kumar	Manager-IBCB	Muzaffarpur	28th Nov. to 17th Dec. 2019	CRP-Deployment
19	Aprajita	Manager-Jobs	Vaishali	28th Nov. to 17th Dec. 2019	CRP-Deployment
20	Ms. Razia Sultan	Manager-H & N	Saran	28th Nov. to 17th Dec. 2019	Hygiene & Cleanliness
21	Shri Rajnish Kumar	Manager-H & N	Nalanda	28th Nov. to 17th Dec. 2019	Hygiene & Cleanliness
22	Shri Mustafa Ali	Manager-H & N	Lakhisarai	28th Nov. to 17th Dec. 2019	Hygiene & Cleanliness
23	Shri Neeraj Sinha	Manager-H & N	Samastipur	28th Nov. to 17th Dec. 2019	Hygiene & Cleanliness
24	Ms. Chitragada Singh	YP-NF	Muzaffarpur	25th Nov. to 18th Dec. 2019	Lucky Draw
25	Ms. Sonal Priyanka	YP NF	Samastipur	25th Nov. to 18th Dec. 2019	Food Zone
26	Ms. Neha Singh	YP-NF	Patna	25th Nov. to 18th Dec. 2019	Workshop/Seminar
27	Ms. Neha Singh	YP NF	Nalanda	16th Nov. to 18th Dec. 2019	Workshop/Seminar
28	Ms. Anita	YP-NF	Madhubani	16th Nov. to 18th Dec. 2019	Workshop/Seminar
29	Sahda Naseem	YP-IBCB	SPMU	28th Nov. to 17th Dec. 2019	CRP-Deployment
30	Praveen Kumar	YP-IBCB	SPMU	28th Nov. to 17th Dec. 2019	CRP-Deployment
31	Sanjay Kumar	YP-RC	SPMU	28th Nov. to 17th Dec. 2019	CRP-Deployment
32	Rutha Subba	YP-IBCB	SPMU	28th Nov. to 17th Dec. 2019	CRP-Deployment
33	Kranti Kumar	YP-Jobs	Lakhisarai	28th Nov. to 17th Dec. 2019	Food Zone

34	Ajay	YP-MIS	Saran	28th Nov. to 17th Dec. 2019	Sells Data MIS
35	Roshni Monga	BPM-SVEP	Bodhgaya, Gaya	28th Nov. to 18th Dec. 2019	Stall Allotment (Swarojgari)
36	Shoaib Sheikh	BPM-SVEP	Rajnagar, Madhubani	28th Nov. to 18th Dec. 2019	Stall Allotment (Swarojgari)
37	Ankesh Kumar	BPM-SVEP	Bihta, Patna	28th Nov. to 8th Dec. 2019	Sells Data MIS
38	Sahdeo Kumar	BPM-SVEP	Bochaha, Muzaffarpur	28th Nov. to 8th Dec. 2019	Nukkad Natak
39	Pritam	BPM-SVEP	Barachatti, Gaya	28th Nov. to 8th Dec. 2019	Nukkad Natak
40	Shekhar Anand	BPM-SVEP	Biharsharif, Nalanda	28th Nov. to 8th Dec. 2019	Sells Data MIS
41	Ranu Kumar	BPM-SVEP	Khari, Bhagalpur	28th Nov. to 8th Dec. 2019	Lucky Draw Coupons
42	Niyati Dhurve	BPM-SVEP	Dhanraua, Patna	8th to 17th Dec. 2019	Lucky Draw Coupons
43	Vishwanath Shukla	BPM-SVEP	Jandaha, Vaishali	8th to 17th Dec. 2019	Open Stall Monitoring
44	Surbhi Singh	BPM-SVEP	Muraul, Muzaffarpur	8th to 17th Dec. 2019	Cultural Programs & Magic Shows
45	Saurav	BPM-SVEP	Mushahri, Muzaffarpur	8th to 17th Dec. 2019	Open Stall Monitoring
46	Abhijeet	BPM-SVEP	Dobhi, Gaya	8th to 17th Dec. 2019	Stall Monitoring
47	Deepkamal	IT Associate	SPMU	28th Nov. to 17th Dec. 2019	Sells Data MIS & Foot Fall count
48	Rajesh	IT Associate	SPMU	28th Nov. to 17th Dec. 2019	Sells Data MIS & Foot Fall count
49	Manoj Kumar	TO	Patna	28th Nov. to 17th Dec. 2019	Help Desk Management
50	Smita Bharti	TO	Patna	28th Nov. to 17th Dec. 2019	Workshop/Seminar
51	Rashmi Ranjan	TO	SPMU	28th Nov. to 17th Dec. 2019	CRP-Deployment
52	Arvind Kumar	LHS	Darbhangha	22nd Nov. to 18th Dec. 2019	Stall Allotment (Bihar SHGs) & Open Area Management
53	Sidhartha Kumar	LHS	Nalanda	22nd Nov. to 18th Dec. 2019	Food Zone
54	Abhishek	LHS	Fatuha (Patna)	25th Nov. to 18th Dec. 2019	Food Zone
55	Sanjay Kumar	LHS	Bhagalpur	29th Nov. to 17th Dec. 2019	Stall Monitoring
56	Mrityunjaya Kumar	Accountant	DPCU Patna	23rd Nov. to 17th Dec. 2019	DD & reconciliation

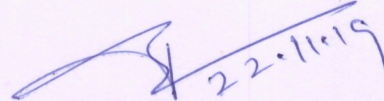
57	Krishnakant Kishor	AC	Khizersarai (Gaya)	25th Nov. to 18th Dec. 2019	Control Room
58	Ashok Kumar	AC	Saur Bazar, Saharsa	25th Nov. to 18th Dec. 2019	Accommodation arrangements & Stall Monitoring
59	Dharmendra Kumar	CC	Rajgir, Nalanda	25th Nov. to 18th Dec. 2019	Stall Monitoring
60	Gyanendra Rakesh	AC	Gurua, Gaya	25th Nov. to 18th Dec. 2019	Stall Monitoring
60	Rajesh Kumar	AC	Nauhatta, Saharsa	28th Nov. to 17th Dec. 2019	Accommodation arrangements
61	Vaidyanath Kumar Yadav	CC	Rupauli, Purnea	25th Nov. to 18th Dec. 2019	Accommodation arrangements
62	Rajesh Keshri	CC	Chapra Sadar, Saran	25th Nov. to 18th Dec. 2019	Accommodation arrangements
63	Ashok Kumar	CC	Bochaha, Muzaffarpur	25th Nov. to 18th Dec. 2019	Accommodation arrangements
64	Sanjay Kumar	CC	Rahui, Nalanda	25th Nov. to 18th Dec. 2019	Accommodation arrangements
65	Sandhya Kumari	CC	Maner, Patna	28th Nov. to 17th Dec. 2019	Accommodation arrangements & Lucky Draw Coupons
66	Surendra Kumar	CC	Barauli, Gopalganj	28th Nov. to 17th Dec. 2019	Help Desk Management
67	Nita Kumari	CC	Bidupur, Vaishali	28th Nov. to 17th Dec. 2019	Accommodation arrangements & Lucky Draw Coupons
68	Shikha Murti	CC	Goraul, Vaishali	28th Nov. to 17th Dec. 2019	Accommodation & Logistics arrangements
69	R B Lall	OA	SPMU	28th Nov. to 17th Dec. 2019	Accommodation & Logistics arrangements
70	Uttam Das	OA	SPMU	28th Nov. to 17th Dec. 2019	Accommodation & Logistics arrangements
71	Sanjay Kumar	OA-NF	SPMU	25th Nov. to 18th Dec. 2019	Accommodation & Logistics arrangements
72	Rajesh Ranjan	OA-IBCB	SPMU	28th Nov. to 17th Dec. 2019	Accommodation & Logistics arrangements
73	Ashish Sinha	DEO	Patna	25th Nov. to 17th Dec. 2019	MIS

Sub activities for every assignment are given in Annexure I.

All deputed staffs have reported to SPMU, Patna on their assigned dates. The above mentioned dates should be treated as Attendance of respective staffs.

All deputed staffs are entitled for the claim of TA/DA/Special Allowances details of which are as follows:-

1. All deputed staffs would avail TA as per their entitlements for the deputation period.
2. All deputed staff from different blocks/districts would get full DA as per their entitlement for the whole deputation period. Full DA will be applicable for the period of more than 15 days as per their absentee during deputation except staff of SPMU & DPCU, Patna.
3. All deputed staff from SPMU & DPCU; Patna would get Rupees One Hundred twelve fifty paise (Rs.112.50/-) as Incentive for the whole deputation period.
4. Payment of Rupees One Hundred Fifty (Rs.150-) as special allowance for all deputed staff will be done without producing any supporting bill.



(Rajiv Raushan)

Additional Chief Executive Officer

Copy to:

1. Director /CFO/AO/ PS/PO
2. All PCs/SPMs/ SFMs/PMs/AFMs
3. Concerned DPMs/BPMs/Themetic Managers/LHS
4. Concerned OA
5. IT Section
6. Concerned files

Annexure 1

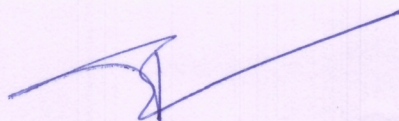
Sl. No	Activity	Responsibility
1	Overall coordination	Overall coordination for successful organisation of Bihar Saras Mela 2019
2	Design of Saras Mela	1. Decision on Layout & Design 2. Theme areas for SARAS
3	Stall Allotment (Swarojgari)	1. Compilation of Online Application 2. Data cleaning of received applications 3. Short listing of applications 4. DD receiving/Money Receipt (to be done by deputed Accountants) 5. Finalization of list 6. Waiting list clearance 7. Display of Final List 8. Stall allocation 9. KYC of stall owners and records maintenance
4	Stall Allotment (Bihar SHGs)	1. Online entry of SHG participants by 20th Nov. 2019 2. Data cleaning of received applications 3. Short listing of applications 4. Finalization of list 5. Call to waitlisted if any left 6. Display of Final List 7. Stall allocation 8. Office Order 9. Related coordination with Districts 10. Related coordination in Gandhi Maidan 11. KYC check of stall owners and keep records
5	Stall Allotment (Other State SHGs)	1. Online entry of SHG participants by 20th Nov. 2019 2. Data cleaning of received applications 3. Short listing of applications 4. Finalization of list 5. Waiting list clearance 6. Display of Final List 7. Stall allocation 8. Office Order 9. Related coordination with Districts 10. Related coordination in Gandhi Maidan 11. KYC check of stall owners and keep records



6	Accomodation arrangements	<ol style="list-style-type: none"> 1. Accomodation finalization with Vendor 2. Separate arrangements for Female participants 3. Finalize the allotment of accommodation to all participants by 27th Nov. 4. Coordination with Registration Team/ Helpdesk Team for the allotment of Accomodation of all segment of participants (SHGs) 5. Check for all amenities required in allotted locations - Bathroom, Mosquito repellent, Drinking Water 6. Safe arrival & reach of all stayed participants during the Mela 7. Maintenance of daily attendance of stayed members
7	Stall Monitoring	<ol style="list-style-type: none"> 1. Stall verification on daily basis 2. If found anything different against actual mentioned in the allotment list, report to AO cum SPM-NF 3. Coordinate with Control room for all monitoring
8	Lucky Draw Coupons	<ol style="list-style-type: none"> 1. Approval for category of lucky coupons & related Budgets 2. Daily distribution of lucky coupons as per requirement of stalls 3. Daily conduct of Lucky Draw in evening in consultation with Cultural Team 4. Daily purchase of Prize and related bills arrangement 5. Daily Display of names of winners 6. Inform all winners for prize collection and ensure ID card & Receiving 7. Compilation of all related documents/bills/list etc. at the end of mela 8. Coupon will start on 2nd Dec to 14th Dec 2019 9. Reimbursement of all lucky draw coupons with Cash to every stall owners who produces it and have receiving
9	Cultural Programs	<ol style="list-style-type: none"> 1. Finalization of list of programs day to day 2. Coordinate with Department of Art, Culture & Youth, GoB for Artists and timing 3. Coordinate with Vendor for Artists and timing 4. Daily repetitive announcement related to programs



10	Nukkad Natak	<ol style="list-style-type: none"> 1. Finalization of list of programs day to day 2. Coordinate with WDC or other Departments for Artists and timing 3. Coordinate with Artists and timing 4. Daily repetitive announcement related to programs
11	Magic Shows	<ol style="list-style-type: none"> 1. Finalization of list of programs day to day 2. Coordinate with MBGB or other Departments for Artists and timing 3. Coordinate with Artists and timing 4. Daily repetitive announcement related to programs
12	Workshop/Seminar	<ol style="list-style-type: none"> 1. Finalization of list of programs day to day 2. Coordinate with Departments for schedule and timing 3. Coordinate with Vendor for schedule and timing 4. Daily repetitive announcement related to programs
13	Protocol	
14	Help Desk Management	<ol style="list-style-type: none"> 1. Work as an Information Desk 2. Repetitive announcement facility about Security, Arrangements of Mela, Specific programs
15	Sells Data MIS	<ol style="list-style-type: none"> 1. Sells data collection of all stalls 2. Compilation of Sells data of everyday data 3. Display of analytics of everyday sells data 4. Final database compilation of Sells of all stalls
16	Foot fall counting	<ol style="list-style-type: none"> 1. Footfall collection of all stalls 2. Compilation of everyday data 3. Display of analytics of everyday data 4. Final database compilation
17	Control Room	<ol style="list-style-type: none"> 1. For every 2 hrs. shift to observe the Monitor of CCTV camera 2. Coordinate with Police Administration for Control Room operation
18	Hygiene & Cleanliness	<ol style="list-style-type: none"> 1. Facilitate Vendor for cleanliness in mela premise by allocated team 2. Keep contact number of a dedicated person for every Hanger, Food Zone, Toilet Area, Welcome Gate space, Open Area, Department Area and other areas of Mela premise and supervise them
19	Vendor Management	
20	Food Zone	Facilitate Vendor for cleanliness in Food Zone



21	Fun Zone	Facilitate Vendor for security & cleanliness in Fun Zone
22	Crèche	Facilitate Vendor for security & cleanliness in Crèche
23	Open Area Stalls	1. Facilitate Vendor for security & cleanliness in open Area 2. Stall Monitoring
24	Single use plastic use ban and Alternative arrangements	1. IEC about Single use plastic use ban and Alternative arrangements 2. Team deployment for awareness about the campaign 3. Three dedicated Stalls for Kulhad, Pattal and Jhola - to be managed by.....
25	Physical Specification Verification Team	1. Team to decide date for Physical verification and communicate date to AO cum SPM-NF 2. Team has to verify physically actual as per ToR 3. Team have to verify additional work if any as per ToR 4. Team ahs to verify number of SHG and Non SHG Stalls
26	Payment Review Team	1. Team to verify & review of claim given by Vendor 2. Team has to approve the claim and related deductions if any
27	Digital Payment System	Team has to make a system of Digital Payment system in the mela premise
28	CRP deployment	Team has to make a system of CRP deployment in the mela premise
29	Communication related	Invitation Card, Newspaper Advertisement, Media Management, TV Ad, TV shows & Radio Shows, Certificate for participants/Exhibitors, Backdrop (Opening & Closing)/ Poster/Pamphlets, Videography & Photography, Radio Jingles & Road Shows for promotion, I-Card

