



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/ACCTS/440/16/4309

Dt. - 12.02.2019

Office Order

You are aware that the BRLPS has implemented new banking system under parent-child mode for better fund management in NRLM and BTDP. Accordingly, new Bank Accounts have been opened at SPMU and DPCUs levels in SBI and DBGB. The operationalization of DPCUs child accounts shall be done as per the following guidelines –

1. Prior to operationalization of DPCU Child Accounts, the DPCUs shall first utilize all the available funds in existing Bank Accounts. This exercise will result in to the closure of all the existing / in-operative old Bank Accounts of NRLM / NRLP / BTDP / BRLP / MKSP at DPCUs before the 31st of March - 2019. The existing fund balance in DPCU MKSP Bank account must be transferred to the following Bank Account of SPMU –
 - i) Name of the Bank / Branch – Canara Bank, BSEB, Vidyut Bhawan – Patna,
 - ii) Account Name – BRLP Society – MKSP
 - iii) IFSC – CNRB0008531,
 - iv) Account No. - 8531101011339.

After making the existing fund transfer to the above detailed Bank account of MKSP, the DPCUs will communicate the SPMU for taking appropriate Accounting entries in to the SPMU Books of Accounts, at the earliest possible.

2. At the BPIUs level, only one Bank Account under CID shall be operative. These Bank Accounts at the BPIU levels must have the name of the project under which the respective BPIU pertains, for example – name of the Bank Account at BPIU shall be- "Bihar Rural Livelihoods Promotion Society – (Name of Project) - (Name of Block)". This exercise must be completed before closure of annual accounts for the FY-2018-19.
3. The existing Bank Accounts under Satat Jeevikoparjan Yojana, SLACC and SVEP will continue –ie. not to be closed.
4. SPMU shall set the limit for concerned District child accounts on the basis of availability of funds at SPMU and in accordance with the Annual Action Plan (AAP) / expenditure pattern of the District concerned. The limits / revised limits shall be communicated to the DPCUs from time to time.
5. The District Child Accounts will operate on zero balance; are linked with the SPMU Parent Accounts of concerned project. The concerned DPCU may withdraw the funds up to the allocated limits for the expenditure / advances under projects NRLM & BTDP. The DPCU's withdrawal limits from the Child Accounts are of reducing in nature within the overall allocated limits / revised limits.
6. The District units shall contact their respective Bank Branch for operationalization of the Child Account and share the format of payment-advice to the concerned Bank branch, as annexed.(Annexure-I). Original copy of payment advice shall be sent to concerned branch at the time of fund withdrawal as well as communicated through e-mail to concerned Branch Manager, under a copy to SPMU.
7. (i) The concerned Bank / Branch having the DPCU Child Accounts shall provide a MIS Data having the details of withdrawal limit, fund withdrawals and the available balance for withdrawal to DPM and FM through e-mail on daily basis. Concerned Bank at State level shall provide the consolidated DPCU wise withdrawal from the Child Accounts to CFO / SFMs. In case of any disagreement on the concerned

report, the same will be reported to Bank branch and the issue must be resolved on the same day. Required reporting format is annexed. (Annexure-II)

(ii) The concerned Bank / Branch will also provide the pending fund-transfer (at Branch level) statement to concerned DPCU, as well as a consolidated Child Account wise / District wise pending fund transfer statement (at Bank level) to State Project Management Unit (SPMU) through mail to SFM / CFO on daily basis. Required reporting format and contact details of DPMs / FMs / SFMs / CFO are annexed. (Annexure-III & IV)

(iii) The Bank will provide the failed payments / transactions to payee / beneficiaries with reason of such payment-failure to concerned advice issuing units i.e.- DPCUs (Annexure-V)

In case of any issue regarding operationalization of DPCU Child Accounts, the DPCUs officials may contact –

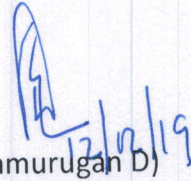
A] Mr. L.N. Mishra, Chief Manager DBGB (Dakshin Bihar Grameen Bank) Patna Branch –Mobile No.- 9771464321,

B] Mr. Vinod Kumar, Branch Manager SBI- Niyojan Bhawan Branch Patna- Mobile No.-9934287646 /

Mr. Kalyan Kumar, Accountant SBI- Niyojan Bhawan Branch Patna- Mobile No.-7070895725.

8. The DPM/FM must ensure the Devolution of Power is followed for signing of the cheque / Bank Advice.
9. On the basis of MIS data received from Bank, the accounting entries shall be taken in TALLY Accounting Software at DPCU and SPMU level on daily basis.
10. The Child Account-wise fund reconciliation statement for DPCUs will be prepared by DPCUs on monthly basis from the statement received from SPMU
11. All the expenditure/ disbursements at DPCUs levels are to be routed/ operated through concerned project child Accounts and the payment entries shall be made on PFMS portal, for which the training will be organized at SPMU/DPCUs level.

This office order is to be implemented with immediate effect.


(Balamurugan D)

C.E.O. cum Mission Director,

Bihar Rural Livelihoods Promotion Society

Annexed – Annexure –I to V.

Copy to – 1. All DPMs / FMs,

2. Branch Managers –SBI Niyojan Bhawan Patna and Chief Manager DBGB Kankerbagh Patna for information & needful support.

FORMAT OF BANK_ADVICE

(To be provided by DPCU to Bank)

NAME OF DPCU-					
BANK CHILD ACCOUNT No.-					
BANK ADVICE NO. / PPA No (PFMS).-					
Cheque No. and date –					
S.No.	Name of payee	ID of payee (if Any)	Payee's Bank A/C	IFSC	Amount
Total					

Total amount (in Words):- -----

Accountant

FM

DPM

Note – Original copy of this Bank advice should be sent to the concerned Bank / Branch and receiving copy of the same is to be kept at DPCU.



A] REPORTING FORMAT FOR WITHDRAWAL LIMIT

(To be reported by bank on daily basis to DPCUs)

Name of DPCU –			
Child Account Name / Number –			
Date-			
Approved withdrawal limit with Date-			
Opening Limit	Fund withdrawn	Reversal entries (if any)	Closing Limit

Seal & Sign of BM

B] REPORTING FORMAT FOR WITHDRAWAL LIMIT

(To be reported by bank on daily basis to SPMU)

Parent Account Name / Number –				
Date-				
Approved withdrawal limit with Date-				
S.No.	Name of DPCU	Opening Limit	Fund withdrawn	Closing Limit
Total				

Seal & Sign of BM



A] FORMAT FOR PENDING FUND TRANSFER REPORT

(To be reported by bank on daily basis to DPCUs)

Name of DPCU – Child Account Name / Number – Pending fund transfer details on dt.-			
S.No.	Date of Fund transfer advice	Amount of pending fund transfer	Reason for non-transfer of fund

Seal & Sign of BM

B] FORMAT FOR PENDING FUND TRANSFER REPORT

(To be reported by bank on daily basis to SPMU)

Name of the Bank- Parent Account Name & Number- Pending fund transfer details on dt.-				
S.No.	Names of DPCU	<u>Date of Advice</u>	<u>Amount of pending fund transfer</u>	<u>Reason for non transfer of fund</u>

Seal & Sign of BM



Annexure -IV.

Bihar Rural Livelihoods Promotion Society

A. Contact details of SPMU Finance Team :-

<u>S.No.</u>	<u>Names & designation</u>	<u>e-mail id</u>	<u>Contact Number</u>
1	Mr. Ranjit Kumar - CFO	ranjit@brlps.in	9771478315
2	Mr. Suryakant Sharma - SFM	sfm.btdp@brlps.in	9771468633
3	Mr. Sanjay Kumar - SFM	sfm.nrlm@brlps.in	7091598211

B. Contacts/Address of DPCUs :-

SLN	Address	Name of DPM, Email Address and Contact No.	Name of FM, Email Address and Contact No.
1	District Project Coordination Unit 5th Floor, Biscuman Bhawan, Gandhi Maidan, Patna	Dr. Santosh (BAHS) dpm_patna@brlp.in 7485804657/ 9334672279	Priyanka Kumari fm_patna@brlp.in 9931636290 / 7485804652
2	District Project Coordination Unit Do Muhan, Near Amar Jyoti, Dobhi Road, Gaya-2200198	Mr. Mukesh Kumar Sasmal dpm_gaya@brlp.in 9771478790	Rajesh Kumar fm_gaya@brlp.in 7369005077
3	District Project Coordination Unit B L Bhawan, Zing Nagar, Biharsharif Nalanda	Mr. Umashankar Bhagat dpm_nalanda@brlp.in 9771478619	Amit Kumar fm_nalanda@brlp.in 9771478621
4	District Project Coordination Unit PG Road, Near Shiv Shankar Cinema Hall, Jehanabad	Mrs. Raginee Kumari dpm_jehanabad@brlp.in 7542023801	Sudakar Biswas fm_jehanabad@brlp.in 9771478964
5	DPCU-Nawada, Pushpanjali Bhawan Besides-DAV Public School, VIP Colony, Nawada-805110, Bihar.	Mr. Pancham Dangi Mgr-MF/DPM-Incharge dpm_nawada@brlp.in 7781009477 / 9771478793	Nitesh Kumar fm_nawada@brlp.in 7781009266
6	District Project Coordination Unit Palam Bila Near SP Kothi and UCO Bank, Arwal- 804401	Mrs. Swati Singh dpm_arwal@brlp.in 7091598220	Puja Kumari fm_arwal@brlp.in 9065511981 / 8709855654/ 8252508814
7	District Project Coordination Unit Shrikrishana Bhawan, Near Shiv Mandir, PHED Colony, Aurangabad	Mr. Chandan Kumar, DPM-Incharge dpm_aurangabad@brlp.in 9771478577	Lalkeshwar Ram fm_aurangabad@brlp.in 7352616118

8	District Project Coordination Unit C/o: Roushan Singh, Bhojpur Market, Opp: HDFC Bank, Araria	Mr. Om Prakash Mandal (Mgr.- SD)/dpm_araria@brlp.in/97 71479229	Rakesh Ranjan Mishra/fm_araria@brlp.in/7 781008510
9	District Project Coordination Unit Gokul Krishna Road, Near Congress office chawk, Subhash Nagar Purnia - 854301	Mr. Sunirmal Garain /dpm_purnea@brlp.in/977 1479216	Prem Shankar/fm_purnea@brlp.in /7542023887
10	District Project Coordination Unit,1st Floor, House of:- Mili Pal (W/O:- Surendra Kumar Paswan);Line Para, Ward No.:- 17, Kishanganj	Mr. Awadhesh Kumar/dpm_kishanganj@br lp.in/9065514549	Suresh Kumar/fm_kishanganj@brlp .in/7485094695 /9350400007
11	District Project Coordination Unit H/o. Prem Ranjan, Infrontof Railway MalGodownBegusarai.	Mr. Tarun Kumar/dpm_begusarai@brl p.in/7781009059	Kundan kumar/fm_begusarai@brlp.i n/7544000655
12	District Project Coordination Unit AT- ADARSH NAGAR,MOHANPUR ROAD NEAR-BRB COLLEGE,SAMASTIPUR (BIHAR) PIN-848101	Mr. Ganesh Paswan/dpm_samastipur@ brlp.in/8825146225	Pradyuman Kumar/fm_samastipur@brlp .in/7544000743
13	District Project Coordination UnitSri Nawal Enclave Behind Navin Plaza, SBI Anjanpir Branch, Hathsarganj, Hajipur	Ms. Nalini Tigga/dpm_vaishali@brlp.in / 9631069992 (P), 9065514544	Zainab Zohra/fm_vaishali@brlp.in/ 7369005300 /9891557904
14	District Project Coordination Unit V. V. Ganj, Near Sewa Sdan, Muzaffarpur	Mr. Santosh Kumar Sonu/dpm_muzaffarpur@b rlp.in/7781008950	Dhananjay Kumar/fm_Muzaffarpur@brl p.in/7369005176
15	District Project Coordination Unit Gandhi Chowk, Ward No. – 4, Sheohar - 843329	Mr. Santosh Kumar Mgr- IB&CB/DPM- Incharge/dpm_sheohar@brl p.in/9065511969	Prasant Kumar Giri, /fm_sheohar@brlp.in/98718 69756
16	District Project Coordination Unit Sahu Chowk, Rajopatti,Near Sudha Factory, PO- DumraSitamarhi	Mr. Indra Shekhar Indu/dpm_sitamarhi@brlp.i n/7781009865	Kishor Kunal/fm_sitamadhi@brlp.i n/9065511967 / 9873972710

17	District Project Coordination Unit- Darbhanga, JEEVIKA; Bihari Gali, atahalbari Near Bhandar chowk Darbhanga-846004	Mr. Mukesh Sudhanshu Tiwari Mgr.-N.F./DPM-Incharge/dpm_darbhanga@brlp.in/7485094729	Shubham Kumar/fm_darbhanga@brlp.in/9771478599
18	District Project Coordination Unit C/o: Mr. S. K. Srivastava Vasant Vihar, Sarisava Road, Bettiah – 855438 (West.Champaran)	Mr. Avinash Kumar/dpm_bettiah@brlp.in/7808920401	Shailendra Kumar/fm_bettiah@brlp.in/7544000742
19	District Project Coordination Unit Gayatri Nagar, Motihari (East.Champaran)	Mr. Barun Kumar/dpm_motihari@brlp.in/7781009473	Ajay Kumar /fm_motihari@brlp.in/7781009475
20	District Project Coordination Unit Chandrika Bhawan, NH28, Hijiyapur, Gandhi Chowk, Infront of Ashish Automobile, Gopalganj - 841428	Md. Wasim Ansari/dpm_gopalganj@brlp.in/7781009464	Pranay Kumar/fm_gopalganj@brlp.in/9065511914
21	District Project Coordination Unit Infront of Sahara India, Srinagar, Siwan	Mr. Vinay Kumar, DPM-Incharge/dpm_siwan@brlp.in/7542023847	Manish Kumar/fm_siwan@brlp.in/9065514542/ 8826527597 / 8507818222
22	H/O- Nagendra Singh, 2nd Floor, Shakti Nagar, Near Hanuman Mandir, Bye Pass Road NH-19, Chapra, Dist.- Saran	Mr. Vinay Kumar/dpm_saran@brlp.in/7542023847	Navin Kumar/fm_saran@brlp.in/9973253115
23	District Project Coordination Unit Baarmasia, Mahant Nagar, Near Scottish Public School, Manihari Road Katihar	Mr. Rajendra Krishna Nikhil/dpm_katihar@brlp.in/7781009664	Pratik Kumar/fm_katihar@brlp.in/7781009666
24	District Project Coordination Unit Siddeep Apartment, Behind Commission Residence, BKSTARAFDAR Road, Adampur, Bhagalpur - 812001	Mr. Chandan Kumar Suman/dpm_bhagalpur@brlp.in/9771479254	Nawal Kumar Rao/fm_bhagalpur@brlp.in/9771479218
25	District Project Coordination Unit Nala Road, Post-Khagaria, Pin-851204	Mr. Ajit Kumar/dpm_khagaria@brlp.in/9065517907	Mukesh Kumar Pandit/fm_khagaria@brlp.in/6202809708

26	District Project Coordination Unit Bindu Vatika, Sant Nagar, Hanuman Chawk, Ganggala, ward no – 15Saharsa -852201	Mr. Abhishek Kumar Mgr- Sd/DPM- Incharge/dpm_saharsa@br lp.in/9771479637/ 7485094694	Nupur Jain, FM- Incharge/fm_saharsa@brlp.i n/7488768953
27	District Project Coordination Unit Chaiti Durga Asthan ,West Baypass Road,Ward No.2, Madhpura-852113	Mr. Ajay Kumar Singh/dpm_madhepura@b rlp.in/7542023830	Rajnish Kumar/fm_madhepura@brl p.in/9771479493
28	District Project Coordination Unit Krishna Niwas, first floor, Takhurwari Road,Ward no –26, Supaul	Mr. Amar Shekhar Pathak/dpm_supaul@brlp.i n/9771478962	Satyendra Kumar Pandey/fm_supaul@brlp.in/ 7781009529
29	District Project Coordination Unit Station Road, Madhbuni -847234	Dr. Richa Gargi/dpm_madhubani@brl p.in/7485090467	Pappu Kumar/fm_madhubani@brl p.in/7781008495
30	District Project Coordination Unit,H/o: Ashok singh, Near Dalip Mahal, Above Bank of Baroda, Purav Sarai, Munger - 811201	Mr. Manish Kumar/dpm_munger@brlp. in/9771479222	Samod Kumar/fm_munger@brlp.in /9065517949
31	District Project Coordination Unit Jung Bahadur Complex, Katoria Road, Banka	Mr. Sanjay Kumar/dpm_banka@brlp.in /9771478555	Sanjeev Kumar Sinha/fm_banka@brlp.in/75 42023890
32	District Project Coordination Unit Satganva, above Tata Motor/Shankar MotorStation Road, Jamui	Mr. Bikrant Shankar/dpm_jamui@brlp.i n/7781009283	Ashutosh Kumar/fm_jamui@brlp.in/7 274090277
33	District Project Coordination Unit SBI ADB Compound ,Chitranjan Road, Purani Bazar, Lakhisarai	Mrs. Anita Kumari/dpm_lakhisarai@brl p.in/7070890646	Ravi Bhushan Thakur/fm_lakhisarai@brlp.i n/7903232553
34	District Project Coordination UnitH/o: Janki Devi, Rajopuram Colony, Shekhpura - 811105	Ms. Anisha/dpm_sheikhpura@b rlp.in/7782016096 / 7992369919	Anand Shankar/fm_sheikhpura@br lp.in/9570399501

35	District Project Coordination Unit Mahuli Kothi, Near Peer Baba More, K.G. Road, Ara	Mr. Sanjay Prasad Paswan/dpm_bhojpur@brlp.in/7070897549	Md. Amanullah/fm_bhojpur@brlp.in/7542023881
36	District Project Coordination Unit Lord Krishan Lodge, Bedanahar, Near Shershah Hotel, Old G.T Road Sasaram (Rohtas)	Mr. Acharya Mammat/dpm_rohtas@brlp.in/7542023829	Pawan Kumar Singh/fm_rohtas@brlp.in/7781009282/ 9955032444
37	District Project Coordination Unit H/o: Dinanath Kunwar, Near New Bus Stand Bypass Road, Buxar	Mr. Arun Kumar/dpm_buxar@brlp.in/7781008720	Rakesh Raushan/fm_buxar@brlp.in/7635093763 /9304432760
38	District Project Coordination Unit C/o: Narendra Tiwari, 2 nd Floor, Near LIC Office, Ward- 11, Mohaniya Road, Bhabhua - 821101	Mr. Subhash Chandra Pandey ,Manager-MF/DPM-Incharge/ dpm_kaimur@brlp.in/7808920902	Raushan Kumar/fm_kaimur@brlp.in/9709238468

Format for failed transactions report

(To be reported by bank on daily basis to DPCUs)

NAME OF DPCU-				
BANK CHILD ACCOUNT No.				
DATE FAILED TRANSACTION REPORT –				
S.No.	DPCU's Advice No. / Cheque No. and date	Amount of failed transaction	Transferee's Details	Reasons for transaction failure

Seal & Sign of BM

