



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref. NO: BRLPS/Proj-Comm/1627/19/2541

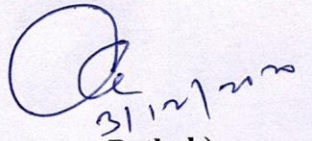
Date: 03-12-2020

Office Order

In reference to the office order no. **BRLPS/Proj-Com/1627/19/1240 dated 12-08-2020**, the newly recruited Young Professionals are posted as CLF Manager. There are various delegations permissible to the CLF Managers deputed in the Model CLFs which are mentioned as under:

- 1) The CLF nodal person (AC/CC) will report to their respective CLF Manager for programmatic purposes. They will regularly update him/her with the progress of his/her work in respect to the model CLF. The CLF Manager will be a recommending officer as far as administrative purposes are concerned.
- 2) Young Professionals posted as CLF Manager will be entitled to hiring of vehicle for field visit or for any other official purposes for a maximum of 7 days in a month. Prior approval needs to be taken from the DPM for which the concerned YP will have to submit their advance tour plan. DPMs will ensure hiring of the vehicle and its bill settlement at the DPCU level.
- 3) In case YP uses his / her own vehicle (two wheeler), then a reimbursement will take place as per the TA/DA norms of the project. The due diligence towards the same need to be ensured. Self-attested log will be valid for any reimbursement.
- 4) The YPs posted as CLF Manager shall operate from their respective BPIU office for a maximum of 5 days in a month for better coordination with the BPM and BPIU staff. As per the need of the CLF, the concerned CLF Manager can utilize the BPIU Office. BPM of the concerned BPIUs where CLF Manager has been posted is supposed to make proper seating arrangement for them. One small good quality steel almirah of a maximum budget of Rs 5000/- is to be purchased in which the files and documents related to the Model CLF can be kept by the CLF Manager. The procurement of almirah and other small items need to be ensured at BPM level only.
- 5) The CLF Manager will take support from their respective BPMs in their day to day functioning and the implementation of programs at the CLF level, BPM will facilitate CLF Managers in proper discharging of their duty.
- 6) All programmatic delegations permissible to BPMs will also be availed by the CLF Manager in the Model CLF operational area.
- 7) The CLF Manager will be a recommending officer for all programmatic and administrative purposes to the concerned CCs working in the Model CLF operational area.

- 8) BPIU Office Assistant/ Accountant will provide hand hold support to CLF Manager in writing files related to CLF and will also support in submission and settlement of the bills related to events and programs carried out in the CLF operational area.
- 9) The annual plan of CLF will be shared to CLF Manager by the concerned DPMs. Any Budget related approval required against the plan submitted should be taken from the concerned DPM.
- 10) In the Performance Appraisal of CLF nodal person (AC/CC) and concerned CCs, the first level appraisal will be done by the CLF Managers.


31/12/2022
(Braj Kishore Pathak)
Officer on Special Duty

Copy to: -

1. Director/AO/CFO/Procurement Specialist.
2. All PCs/SPMs/ SFMs/AFMs/PMs/PO/DPMs/FMs/HRs
3. IT Section
4. Concern file.