



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

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Ref. No: BRLPS/Proj-FI/851/15/Vol-III/3531

Date: 20/02/2021

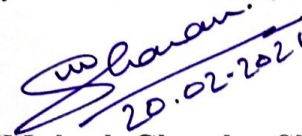
Office Order

In order to address the need of the training of Master Book Keepers on CLF Books of Records and Financial Management in timely manner, approval is accorded by the competent authority, which is as follows:-

- A. Approval has been given for **organization of training of Master Book Keepers at Regional level** (Nodal District) to ensure proper training of MBKs in due timeline. Four (4) Batches may be done at Districts like Nalanda, Gaya, Muzaffarpur and Purnea. Each District has to host 1 Batch of training.
- B. **Budget for each Batch of Training is Rs.2,40,000/-** (Two Lakhs Forty Thousands only), details of which is attached herewith. Total Budget cost for 4 Batches of training will be Rs. 9,60,000/- (Nine Lakhs Sixty Thousands only).
- C. In case of requirement, the training may be done till April'2021 as well.

Encl:- Budget and associated District's details

By the order of CEO, BRLPS


20.02.2021
(Mukesh Chandra Sharan)
PC-FI

Copy to:- Concerned DPM, FI Team and Finance Team

Plan for training of MBK at different level in Feb-March'2021

Sl. No.	Name of District	Total No. of MBKs	Out of which, Newly selected MBKs in	Trained MBKs on all BOR	Untrained MBKs on BOR.	Venue
1	Khagaria	27	1	27	0	SPMU
2	Buxar	6	1	4	1	SPMU
3	Begusarai	18	3	15	3	SPMU
4	Jamui	9	2	6	3	SPMU
5	Saran	6	4	1	5	SPMU
6	Siwan	9		4	5	SPMU
7	Ara/Bhojpur	12	5	4	8	SPMU
8	Bhabua/Kaimur	9	3	0	9	SPMU
9	Rohtas	29	1	19	10	SPMU
10	Gopalganj	28	3	15	13	SPMU
11	Paschami Champaran	29	9	14	15	SPMU
12	Madhubani	54	6	32	22	SPMU
13	Supaul	19	0	16	3	SPMU
14	Purabi Champaran	27	3	24	3	SPMU
15	Saharsa	25	3	21	4	SPMU
16	Madhepura	33	0	26	7	SPMU
17	Kishanganj	0	0	0	0	Purnea
18	Araria	6	2	3	3	Purnea
19	Purnea	40	2	36	4	Purnea
20	Bhagalpur	24	7	14	10	Purnea
21	Katihar	27	0	16	11	Purnea
22	Banka	20	4	9	11	Purnea
23	Shiekhpora	2	1	1	1	Nalanda
24	Lakhisarai	5	2	3	2	Nalanda
25	Nalanda	51	2	44	7	Nalanda
26	Nawada	36	3	9	27	Nalanda
27	Sheohar	5	0	5	0	Muzaffarpur
28	Muzaffarpur	63	5	52	10	Muzaffarpur
29	Sitamarhi	25	7	4	21	Muzaffarpur
30	Darbhanga	21	4	13	11	Muzaffarpur
31	Jehanabad	17	2	11	6	Gaya
32	Aurangabad	18	3	7	11	Gaya
33	Gaya	64	7	49	15	Gaya
34	Vaishali	17	0	12	5	completed, rest in SPMU
35	Munger	16	1	11	5	completed, rest in SPMU
36	Patna	18	4	12	6	completed, rest in SPMU
37	Arwal	14	7	7	7	completed, rest in Gaya
38	Samastipur	51	0	33	18	completed, rest in SPMU
Total		880	107	579	302	

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JEEViKA- Bihar Rural Livelihoods Promotion Society

Proposed Budget for Residential training on CLF Books of Records, Reporting system & Financial Management of Master Book Keepers at Regional District level.

S.No.	Particulars	Unit Cost	Unit	Days	Amount
1	Boarding, Lodging & Fooding	550	40	8	176000
2	TA to & fro training venue	300	40	1	12000
3	Training Hall (Projector, Mike etc)	500	1	8	4000
4	Resource Person (Cadre)	250	2	8	4000
Sub Total					196000

Material and Stationary

5	Xerox, Banner and Photography	5000	Lumpsum		5000
6	Stationaries Items (Bag+Pen+Pad+Pencil+ Rubber+Sharpner+Calculator)	600	40	0	24000
7	Pandemic Kit (2 Mask & 1 Sanitisor)	100	40	1	4000
8	Vechicle	1000	1	8	8000
9	Miscellaneous Expenses	3000	Lumpsum		3000
Sub Total					44000

Total cost of per batch (750/-per day per person)

240000

Sl.No	Training Venue	Unit Cost	Unit	Total Training Cost
1	Regional Level Venues at District HQ (Nalanda/ Gaya/Muzaffarpur/Purnia)	240000	4	960000

Total training cost is Rs. Nine Lakhs Sixty Thousands Only

NOTE:

1. Number of participants in one batch will be 35 with required Resource Person(double occupancy).
2. Vehicle will be provided by office.
3. All the expenditures will be booked under Budget of BTDP / NRLM program and Account Head-
Training/Exposure to Community cadres/Project Staffs

[Signature]

Ljw
19/4/24 *[Signature]*