

I/22934/2022



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. No.

Date :

OFFICE ORDER

As you aware that a new application has been developed for accounting of the Society. The Accounting of the Society is to be made in Tally as well as in new application namely Odoo Finance Module (OFM). For smooth implementation of the new application, following points need to be considered before roll out of the application:

1. Enter the reconciled opening balances of accounts as on 1-4-2022 in the Odoo Finance Module and the same will be verified by the concerned Finance Manager from unaudited Financial Statement. After finalization of audited financial statement, opening balance needs to be confirmed and if any rectification is required than the same will be rectified from SPMU level.
2. Considering the backlog/legacy data, backlog transaction entry has been permitted up to 15th May-2022. After that backlog entry will not be allowed. You must ensure that the transaction should be made on daily basis after completion of back log entry. Under this module backlog entry is not permissible.
3. For this purpose, the DPCUs may distribute the transaction entry work among 3 to 4 Accountants. The work distribution may be made on project basis / activity basis/ BPIU basis.
4. Tally Data entry has to be continued in parallel with Odoo Finance Module till further order.
5. Reconciliation has to be made between data entered in Tally Software and ODOO Finance Module on daily basis. If any discrepancies noticed during transaction entry or reports due to application error the same will be reported to Mr. Sujeet Kumar, Representative of the service provider and SPM – MIS with copy to CFO, SFMs and AFMs at SPMU.
6. If any query related to data/transaction entry arises during transition period, the same may be communicated to Mr. Sujeet Kumar with a copy to SPMU Finance team.
7. All users have to change their existing password and keep it confidential. No login ID and Password should be shared with colleague/other persons. If any unauthorized transaction entered through any login ID, the person will be responsible for that transaction whose user ID have been used for that transaction entry.

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8. If any staff is being separated from BRLPS, login ID of the same staff must be disabled on the day of notice and in case of transfer to other unit, login ID will be disabled before his/her relieving from the DPCU.
9. Finance Managers at DPCUs level must verify transactions on daily basis with users log details and ensure that no unauthorized transaction is being entered in finance module.
10. In case of unauthorized alteration/deletion of data on ODOO finance module, it will be treated as financial indiscipline and appropriate action will be taken.
11. For Pay Roll transaction, pre pay roll data related to TDS, advance to staff etc. has to be entered by the account section manually till the customization of auto deduction of tax at source and settlement of advances to staff.
12. Repayment period of advances will be entered by account section as per applicable guidelines. However, maximum allowed period for repayment will be decreased after receiving request for the same from concerned staff but not to increase the repayment period beyond the approved guideline / office order.
13. All staff will submit their investment detail or tax deduction benefit detail through their login ID in the month of April and tax will be deducted on monthly basis as per their declaration. However, all supporting documents must be submitted on or before the month of February in each financial year. In case of false declaration or non-submission of supporting documents, their declaration in next financial year will not be considered for tax deduction purpose.
14. Approved salary statement will be downloaded from ODOO module and verified the same with tally data. After getting same results the pay roll transaction will be made.

This order is effective from 1st April 2022.

Signed by Balamurugan D
Chief Executive Officer
Date: 05-05-2022 12:21:50

Bihar Rural Livelihoods Promotion Society

Copy to:-

ACEO/Director/PCs/OSD/CFO/AO

SPMs/SFMs/PMs/AFMs

DPMs/FMs