



# JEEViKA

Rural Development Department, Government of Bihar

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref- BRLPS/ACCT/8/600/20/305

Date- 22.04.2022

### OFFICE ORDER

Considering the audit observations by the statutory Auditor regarding advances to employees and its settlement a standard operating procedure for releasing the advance to employees and its settlement is enclosed herewith for needful action.

Further, this is directed to settle all advances to employees who have left the organisation within fifteen days. For this purpose, district will take necessary steps including legal action if required. All DPMs to ensure that notice of recovery is given to such employees and facilitate recovery on priority. They need to be informed of the legal action if the advances are not settled.

This office order will be effective with immediate effect.

  
Chief Executive Officer  
BRLPS(JEEViKA)

Enclosure- As above

Copy to-

1. All SPMU / DPCUs staffs

## **Standard Operating Procedure for advance to employees and its settlement**

The objectives of this SOP is to prescribe the policies and procedures for providing various types of advances to the employee of the society and its timely settlement. Different types of employee advance and its settlement process are as below.

1. **Advance to staff for Motor bike / laptop purchase**
  - i. For the purchase of motor bike / laptop, advance will be given after receipt of post-dated cheques equivalent to the advance amount in favour of Bihar Rural Livelihoods Promotion Society. This amount will be recoverable from the salary of the concerned employee as per approved guidelines / office order.
  
2. **Advance to staff for official tour and travelling**
  - i. An employee proceeding on official tours within India may be granted an advance to meet the expenses towards travelling allowance as per entitlement to the tune of 100% of the anticipated fares for journey(s) and anticipated amount towards daily allowance and conveyance charges. In case of foreign travel, an additional amount (not exceeding 20% of the probable cost) would also be given as advance to cover any exigencies.
  - ii. The request for advance should be made on the prescribed form duly countersigned by the Controlling Officer.
  - iii. An employee shall not be granted an advance towards travelling allowance, if S/he has failed to submit the tour claim for settlement of earlier advance and/ or deposit the unspent advance to the society within stipulated period.
  - iv. In case of failure to produce the tour claim / refund of unspent advance then it shall be recovered from the employee's salary.
  
3. **Advance to staff for official programme/event/activity-**
  - i. The concern SPM/DPM/BPM/thematic head shall take approval on advance clearly defining the purpose & date of the activity from the competent authority. Cross-checking from the Accounts department about the budgetary provision is a requirement to be adhered to.
  - ii. The thematic head concerned shall prepare an Expenditure Settlement Statement detailing the expenses incurred for conducting the programme along with the supporting documents such as Bills, Receipts, etc. and submit the same within seven working days after completion of programme for settlement of advance. All advance will be given by account payee cheque/bank transfer. No cash advance will be given.
  - iii. If the proposed program / activity is cancelled after taking the advance, the same will be refunded to the society next working day.



- iv. The next advance will be given only after settlement of the previous advance, if any.

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**Advance to staff against salary**

- i. In case of emergency or extreme genuine situation, employee of BRLPS may get advance against salary up-to one month salary. This advance will be recommended after actual assessment of such situation (based on evidence if any) by the immediate reporting officer of employee and approved by competent authority as per devolution of power.
- ii. Advance against salary will be given once in a financial year and it will be recovered in a maximum of 5 equal instalment against salary
- iii. This advance will be available to only those employees who have completed at least two years of continuous employment in Jeevika in same position.

