Ref. No.: BRLPS/ Proj/497/14/2550   Date: 11.09.2017

Office Order

BRLPS (JEEViKA) is laying a lot of emphasis on digitization of transactions related to VOs and CLFs. A lot of spadework has been done in this regard and capacity building of staffs and cadres (Specially Book keepers and Master Book keepers) has been completed on priority. It should have resulted in updating of records related to VO and CLF. However, it has not been achieved as yet. It has come to the notice of the project that Receipts and Payment status of VO/CLF prepared is returned to the block for various reasons (Primarily because of date of cut off shifting and may be for reasons like error etc.). There is felt need to do away with this practice. **It is being reiterated and directed that with immediate effect no person will have that right to send back prepared Receipts and Payments (R&P) of either VO or CLF to related BPIU.**

All DPCUs are advised to maintain a digitization register where entry will be made as following:

Name of the Block: Month:

SL. NO.	No. of VOs existing in the Block	No. of VO for which Receipts and Payment status prepared	No. of CLF existing	No. of CLF for which Receipts & Payment status prepared	No. of Receipt & Payment returned for both VO & CLF	Remarks

Some of the works that needs to be done **at the level of DPCU to give spurt to the digitization process are following:**

a) Form a 4 to 5 member committee comprising of MIS/M&E, MF Manager/ CF Managers, MIS Consultants and some other thematic managers who are also mentor to the block. DPMs are directed to give responsibility to Block Mentors as well to facilitate and ensure digitization process related to different aspects of VO and CLF transactions.

b) They will be meeting at least once in a month to review the process of pace of digitization. Preferably meeting should be done twice a month for next 6 months.

c) They will identify one person from amongst the people who are making entry in to the system. The related person shall be maintaining register in the above mentioned format. In order to further support the whole initiative, it is directed that DPCU will identify one good project staff (CC or AC) well versed with Books of Records to establish liasoning with MIS executives and facilitate in breaking the bottleneck. **The concerned person shall be stationed at DPCU office on deputation till December 2017.**

d) The committee has to agree for returning the submitted receipt and payment status. **No individual will have the right to return the prepared receipts and payment under any circumstance. The committee has to ensure that proper justification is being mentioned in the note to BPIU for returning of the prepared R&P documents.**

e) BPIUs are also required to maintain a digitization register and maintain month wise submission status and returning status if any.

f) The committee will also review about the status of **saving account numbers** and **loan account numbers** update based on the reporting from BPIUs. It will be preparing a status note with reasons for non achievement as regards 100% achievement.

g) The committee will ensure meeting for at least next 1 year so that the pace of digitization is taken to a logical end.

It is important to mention that the issue of digitization finds a mention in the **Aide Memoire of the World Bank** as well. It is incumbent upon the project to ensure compliance for purpose of achieving efficiency and transparency. In case of any confusion at the DPCU level, the matter may be referred to the committee at SPMU level comprising of PM-CF, SPM-MIS and SPM-CF to resolve the issue on merit of its technicalities.

All DPMs and BPMs are directed to ensure its compliance at the earliest.

(Balamurugan D.)

Chief Executive Officer-Cum-State Mission Director

CC:

1. All project staffs at SPMU/DPCU/BPIU