



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



3rd Floor, Vidyut Bhawan - II, Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250 4960, Website : www.brpls.in

Ref NO:- BRLPS/Proj-NF/1661/19/5003

Date - 07.12.22

Office Order

Bihar Saras Mela (2nd Edition for FY 22-23) is going to be organized at Gandhi Maidan, Patna from 15th to 29th December 2022. For successful organization of Saras Mela, a Team within BRLPS is constituted as for carrying out different activities related with Saras Mela. Deputation period for different employees is in the below table.

Shri Ram Niranjn Singh, Director, BRLPS will look after over all coordination for successful organization of Bihar Saras Mela.

SL	Name of Employee	Designation	SPMU/DPCU/BPIU	Deputation Period	Assignment
1	Samir Kumar	SPM Non Farm	SPMU	05.12.2022 to 03.01.2023	Overall Coordination
2	Pawan Kumar Priyadarshi	PM Comm	SPMU	05.12.2022 to 03.01.2023	Overall Coordination
3	Mukesh Kumar Sudhanshu	Mgr NF & ME	SPMU	05.12.2022 to 03.01.2023	Overall Coordination
4	Ritesh Kumar	Mgr IBCB	Muzaffarpur	07.12.2022 to 03.01.2023	Overall Coordination
5	Sangeet Kumar	PM BD	SPMU	05.12.2022 to 31.12.2022	Help Desk Management & Communication Related
6	Surdeep Samdarshi	Mgr NF & ME	SPMU	05.12.2022 to 31.12.2022	Help Desk Management & Physical Committee
7	Surendra Kumar	CC	BPIU Hajipur	12.12.2022 to 31.12.2022	Help Desk Management
8	Imtiaz Ansari	LHS	BPIU Motihari (East Champaran)	12.12.2022 to 31.12.2022	Help Desk Management
9	Krishnakant Kishor	AC	BPIU Khizersarai (Gaya)	12.12.2022 to 31.12.2022	CCTV Monitoring
10	Manoj Kumar	TO	Purnea	12.12.2022 to 31.12.2022	Control Room
11	Ranjan Kumar	Mgr HR & A	Bhojpur	12.12.2022 to 31.12.2022	Control Room
12	Manish Kumar	Mgr Comm	Vaishali	08.12.2022 to 03.01.2023	Communication Related
13	Raushan Kmar	Mgr Comm	Lakhisarai	08.12.2022 to 03.01.2023	Communication Related & Protocol
14	Biplab Sarkar	Mgr Comm	Patna	05.12.2022 to 03.01.2023	Communication Related
15	Santosh Kumar	Mgr Comm	Nalanda	08.12.2022 to 03.01.2023	Communication Related
16	Arpan Mukharji	YP Comm	SPMU	07.12.2022 to 03.01.2023	Communication Related & Protocol

7	Ranjana Rashmi	PM-RSETI (TSA)	SPMU	07.12.2022 to 31.12.2022	Protocol and Food Stall
18	Nupur Ojha	PM-Sectoral Specialist (TSA)	SPMU	07.12.2022 to 31.12.2022	Protocol Management
19	Asim Krishna	YP-IAB	Maadhubani	12.12.2022 to 31.12.2022	Protocol Management
20	Trisha	YP-NF	Darbhangha	12.12.2022 to 31.12.2022	Protocol Management
21	Vikas Kumar	YP -IB &CB	SPMU	12.12.2022 to 31.12.2022	Protocol & Food Stall Management
22	Surbhi	SVEP BPM	Vaishali	12.12.2022 to 31.12.2022	Protocol , Bank and Other Deptt Stall Monitoring
23	Satyarupa Kumari	YP HNS	SPMU	08.12.2022 to 31.12.2022	Protocol, Creche, Cultural Prog-Nukkar Natak
24	Bipin Kumar	Mgr NF & ME	Patna	09.12.2022 to 31.12.2022	Stall Allotment (Bihar SHGs), Accommodation and Logistic
25	Suman Kumar	Mgr NF & ME	Bhagalpur	08.12.2022 to 31.12.2022	Stall Allotment (Bihar SHGs), Accommodation and Open Area Stall, Sales Data
26	Anand Kumar Ray	LHS	Madhubani	12.12.2022 to 31.12.2022	Stall Allotment (Bihar SHGs), Accommodation and Open Area Stall,
27	Sheetal Kumari	PA Non Farm	SPMU	12.12.2022 to 31.12.2022	Accommodation Arrangements
28	Bijendra Ravidas	CC	BPIU Mohanpur (Gaya)	12.12.2022 to 31.12.2022	Accommodation Arrangements
29	Sudhanshu Kumar	CC	BPIU Chhatapur-Supaul	12.12.2022 to 31.12.2022	Accommodation Arrangements
30	Dilip Kumar Azad	AC	BPIU Kumarkhand-Madhepura	12.12.2022 to 31.12.2022	Accommodation Arrangements
31	Himanshu Ranjan	YP NF	SPMU	05.12.2022 to 03.01.2023	Stall Allotment (Bihar SHGs), Accommodation and Open Area Stall,
32	Sumit Kumar Saurav	YP NF	SPMU	05.12.2022 to 03.01.2023	Other State Stall Allotments (SHGs), Sales Data Collection, Food Management
33	Sonu Kumar	YP NF	SPMU	05.12.2022 to 03.01.2023	Other State Stall Allotments (SHGs), Sales Data Collection, Food Management
34	Sidhartha Kumar	Mgr NF & ME	Bhojpur	09.12.2022 to 31.12.2022	Stall Allotment (Swrojjari), Accommodation and Open Area Stall,
35	Shyam Sundar Bhagat	Mgr NF & ME	Banka	12.12.2022 to 31.12.2022	Stall Allotment (Swrojjari), Accommodation and Open Area Stall,
36	Vaidyanath Kumar Yadav	CC	Raupali , Purnea	12.12.2022 to 31.12.2022	Stall Allotment(Open Area Stall,) Accommodation

37	Uttam Kumar Das	OA-Admin	SPMU	12.12.2022 to 31.12.2022	Accommodation Arrangements & Logistic Arrangements
38	Kundan Kumar	Logistic Assistant	SPMU	12.12.2022 to 31.12.2022	Accommodation Arrangements & Logistic Arrangements
39	Zeeshan Khalid	YP NF	SPMU	08.12.2022 to 31.12.2022	Accommodation Arrangements
40	Pooja Kumari	YP-SJY	DPCU East Champaran	12.12.2022 to 31.12.2022	Food Stall Management
41	Rahul Kumar	DKR Const	Patna	12.12.2022 to 31.12.2022	Food Stall Management
42	Aashish Kumar	DKR Const	Purnea	12.12.2022 to 31.12.2022	Food Stall Management
43	Rajeev Ranjan	Const DKR,NF	SPMU	08.12.2022 to 31.12.2022	Food Stall Management
44	Nitish Kumar	LHS	Gaya-Nemchak Bathani	12.12.2022 to 31.12.2022	Food Stall Management
45	Subranshu Kumar	AC	Koilwar , Bhojpur	12.12.2022 to 31.12.2022	Food Stall Management
46	Manish Kumar	DKR Const	Bhojpur	12.12.2022 to 31.12.2022	Food Stall Management
47	Ashruta Singh	Mgr NF & ME	SPMU	12.12.2022 to 31.12.2022	Workshop/Seminar, Cultural Prog-Nukkar Natak
48	Ashwin Verma	YP NF	SPMU	12.12.2022 to 31.12.2022	Cultural Prog-Nukkar Natak , Accommodation
49	Anshu Kumari	YP Comm	SPMU	12.12.2022 to 31.12.2022	Workshop/Seminar, Cultural Prog-Nukkar Natak & Protocol
50	Smita Bharti	TO	Vaishali	12.12.2022 to 31.12.2022	Workshop/Seminar, Cultural Prog-Nukkar Natak
51	Murtza Ali	Mgr H & N	Madhepura	12.12.2022 to 31.12.2022	Hygiene and Cleanliness
52	Razia Sultan	Mgr H & N	Buxar	12.12.2022 to 31.12.2022	Hygiene and Cleanliness
53	Rajesh Kumar	IT Associate	SPMU	12.12.2022 to 31.12.2022	Sales Data, MIS, App Development
54	Deep Kamal	IT Associate	SPMU	12.12.2022 to 31.12.2022	Sales Data, MIS, App Development
55	Neeraj Kumar	Mgr M & E	SPMU	12.12.2022 to 31.12.2022	Sales Data, MIS, App Development
56	Kundan Kumar	LHS	Madhubani	12.12.2022 to 31.12.2022	Sales Data & Hygiene and Cleanliness
57	Nishikant Patel	LHS	Lakhisarai	12.12.2022 to 31.12.2022	Sales Data & Stall Monitoring (Swarojgari) & Food Stall
58	Bibha Kumari	CC	BPIU naubatpur	12.12.2022 to 31.12.2022	Sales Data & Stall Monitoring (Swarojgari)
59	Amit Vaibhav	YP NF	Nalanda	08.12.2022 to 31.12.2022	Sales Data & Stall Monitoring (Swarojgari) & Footfall
60	Sandhya Kumari	CC	BPIU Maner	12.12.2022 to 31.12.2022	Sales Data & Stall Monitoring (Swarojgari)

61	Anurag Kumar	Const NF	SPMU	08.12.2022 to 31.12.2022	Sales Data Report Preparation
62	Ranjit Kumar	Office Asst	SPMU	05.12.2022 to 31.12.2022	Sales Data & Logistic Arrangements
63	Suraj Gautam	SVEP BPM	Khagaria	12.12.2022 to 31.12.2022	Sales Data Collection and Footfall
64	Shruti	SVEP BPM	Kharagpur-Munger	12.12.2022 to 31.12.2022	Sales Data Collection and Footfall
65	Rajnish Kumar	YP NF	West Champaran	12.12.2022 to 31.12.2022	Sales and Footfall and Food Stall
66	Sanjay Kumar	Office Asst	Begusarai	05.12.2022 to 31.12.2022	Sales Data Collection & Food Stall Management
67	Ranjit Kumar	CC	Dulhin Bazaar , Patna	12.12.2022 to 31.12.2022	Sales Data Collection and Footfall
68	Pradeep Kumar Sharma	OA-Admin	Chanan, Lakhisarai	12.12.2022 to 31.12.2022	Sales Data Collection and Footfall
69	Abhishek Kumar	LHS	Patna	08.12.2022 to 31.12.2022	Stall Monitoring (Bihar SHGs)
70	Vinay Kumar	Mgr NF & ME	Gaya	08.12.2022 to 31.12.2022	Open Stall Monitoring and Swarojgari Stall
71	Gyanendra Rakesh	AC	Gurua Gaya	12.12.2022 to 31.12.2022	Stall Monitoring (Bihar SHGs)
72	Dharmendra Kumar	CC	Rajgir , Nalanda	12.12.2022 to 31.12.2022	Stall Monitoring (Swarojgari)
73	Sanjay Kumar	CC	Rahui, Nalanda	12.12.2022 to 31.12.2022	Stall Monitoring (Swarojgari)
74	Manish Kumar	CE-Madhugram PC	Vaishali	12.12.2022 to 31.12.2022	Madhugram PC Stall Support
75	Sourav Kumar	Storekeeper PC	Darbhangha	12.12.2022 to 31.12.2022	Shilpgram PC Stall Support
76	Roshan Kumar Rao	Storekeeper PC	Darbhangha	12.12.2022 to 31.12.2022	Shilpgram PC Stall Support
77	Nandlal pandey	TSA	SPMU	12.12.2022 to 31.12.2022	Digital Payment System (CSP)
78	Rajeev Kumar	Office Boy	SPMU	12.12.2022 to 31.12.2022	Logistic Arrangements
79	Mritunjay Kumar	Acct	Patna	08.12.2022 to 03.01.2023	DD & Reconciliation
80	Jitendra Kumar	Acct	SPMU	08.12.2022 to 03.01.2023	DD & Reconciliation
81	Santosh Gupta	Mgr IBCB	Patna	12.12.2022 to 31.12.2022	CRP Deployment
82	Guddu Kumar	DKR Const	DPCU Samastipur	12.12.2022 to 31.12.2022	Food Stall Management
83	Shashi Kumar	CC	Vaishali, Mahnar	12.12.2022 to 31.12.2022	Food Stall Management
84	Manish Kumar	DKR Const	RBI Patna	12.12.2022 to 31.12.2022	Food Stall Management

Other activities for every assignment are given in Annexure 1.

All deputed staffs will report at SPMU, Patna on their assigned dates. The above mentioned dates should be treated as Attendance of respective staffs.

All deputed staffs are entitled for the claim of TA/DA/Special Allowances details of which are as follows:-

1. All deputed staffs would avail TA as per their entitlements for the deputation period.
2. All deputed staff from different blocks/districts would get full DA as per their entitlement for the whole deputation period. Full DA will be applicable for the period of more than 15 days as per their absentee during deputation except staff of SPMU & DPCU, Patna.
3. All deputed staff from SPMU & DPCU; Patna would get Rupees One Hundred twelve fifty paise (Rs. 112.50/-) as Incentive for the whole deputation period including Saturday & Sunday.
4. In case of the amount of TA/DA of deputed staffs exceeds Twenty Thousand rupees will be reimbursed at DPCU and will be exempted of approval from SPMU.
5. Payment of Rupees One Hundred Fifty (Rs. 150/-) as special allowance for all deputed staff will be done without producing any supporting bill throughout the whole deputation period including Saturday & Sunday.

Enclosure:- Annexure-1

(Rahul Kumar)
Chief Executive Officer, BRLPS

Copy to:

1. Director/CFO/AO/PS/PO
2. SPMs/PMs
3. Concerned DPMs/BPMs/FMs/Mgrs Non-Farm/YPs Non-Farm
4. IT Section
5. Concerned File

Annexure- 1

SL	Activity	Responsibility
	Overall Coordination	Overall Coordination for successful organization of Bihar Saras Mela 2022
2	Design of Saras Mela	Decision on layout & Design Theme Area for Saras
3	Stall Allotment (Swarojgari)	1. Compilation of Online Application 2. Data cleaning of received applications 3. Short listing of applications 4. DD receiving/Money Receipt (to be done by deputed Accountants) 5. Finalization of list 6. Waiting list clearance 7. Display of Final List 8. Stall allocation 9. KYC of stall owners and records maintenance
4	Stall Allotment (Bihar SHGs)	1. Online entry of SHG participants by 7th Dec 2022 2. Data cleaning of received applications 3. Short listing of applications 4. Finalization of list 5. Call to waitlisted if any left 6. Display of Final List 7. Stall allocation 8. Office Order 9. Related coordination with Districts 10. Related coordination in Gandhi Maidan 11. KYC check of stall owners and keep records
5	Stall Allotment (Other State SHGs)	1. Online entry of SHG participants by 7th Dec 2022 2. Data cleaning of received applications 3. Short listing of applications 4. Finalization of list 5. Waiting list clearance 6. Display of Final List 7. Stall allocation 8. Office Order 9. Related coordination with Districts 10. Related coordination in Gandhi Maidan 11. KYC check of stall owners and keep records



Annexure- 1

SL	Activity	Responsibility
6	Accommodation Arrangements	1. Accommodation finalization with Vendor
		2. Separate arrangements for Female participants
		3. Finalize the allotment of accommodation to all participants by 12th Dec2022
		4. Coordination with Registration Team/ Helpdesk Team for the allotment of Accommodation of all segment of participants (SHGs)
		5. Check for all amenities required in allotted ocaions - Bathroom. Mosquito repellent. Drinking Water.
		6. Safe arrival & reach of all stayed participants uring the Mela
		7. Maintenance of daily attendance of stayed member
7	Stall Monitoring	1. Stall verification on daily basis
		2. If found anything different against actual mentioned in the allotment list, report to SPM-NF
		3. Coordinate with Control room for all monitoring
8	Cultural Programs	1 Finalization of list of programs day to day
		2. Coordinate with Department of Art, Culture & Youth, GoB for Artists and timing
		3. Coordinate with Vendor for Artists and timing
		4. Daily repetitive announcement related to programs
9	Nukkad Natak	1. Finalization of list of programs day to day
		2. Coordinate with WDC or other Departments for Artists and timing
		3. Coordinate with Artists and timing
		4. Daily repetitive announcement related to programs
10	Workshop/Seminar	1. Finalization of list of programs day to day
		2. Coordinate with Departments for schedule and timing
		3. Coordinate with Vendor for schedule and timing
		4. Daily repetitive announcement related to programs
11	Help Desk Management	1. Work as an Information Desk
		2. Repetitive announcement facility about Security, Arrangements of Mela, Specific programs
12	Sells Data MIS	1. Sells data collection of all stalls
		2. Compilation of Sells data of everyday data
		3. Display of analytics of everyday sells data
		4. Final database compilation of Sells of all stalls
13	Footfall Counting	1. Footfall collection of all stalls
		2. Compilation of everyday data
		3. Display of analytics of everyday data
		4. Final database compilation

copy

Annexure- 1

SL	Activity	Responsibility
14	Control Room	1. For every 2 hrs. shift to observe the Monitor of CCTV camera
		2. Coordinate with Police Administration for Control Room operation
15	Hygiene & Cleanliness	1. Facilitate Vendor for cleanliness in Mela premise by allocated team
		2. Keep contact number of a dedicated person for every Hanger, Food Zone, Toilet Area, Welcome Gate space, Open Area, Department Area and other areas of Mela premise and supervise them
16	Food Zone	Facilitate Vendor for cleanliness in Food Zone
17	Fun Zone	Facilitate Vendor for security & cleanliness in Fun Zone
18	Crèche	Facilitate Vendor for security & cleanliness in Crèche
19	Open Area Stalls	1. Facilitate Vendor for security & cleanliness in pen Area
		2. Stall Monitoring
20	Single use plastic use ban and Alternative arrangements	1. IEC about Single use plastic use ban and Alternative arrangements
		2. Team deployment for awareness about the campaign
		3. Three dedicated Stalls for Kulhad. Pattal and Jhola to be managed by concern Person.
21	Physical Specification Verification Team	1. Team to decide date for Physical verification and communicate date to SPM-NF
		2. Team has to verify physically actual as per ToR
		3. Team have to verify additional work if any as per TOR
		4. Team has to verify number of SHG and Non SHG Stalls
22	Payment Review Team	1. Team to decide date for Physical verification and communicate date to SPM-NF
		2. Team has to verify physically actual as per ToR
		3. Team have to verify additional work if any as per TOR
		4. Team has to verify number of SHG and Non SHG
23	Digital Payment System	Team has to make a system of Digital Payment system in the Mela premises
24	CRP Deployment	Team has to make a system of CRP deployment in the Mela premises
25	Communication related	Invitation Card,
		Newspaper Advertisement. Media Management,
		TV Ads,
		TV shows & Radio Shows, Certificate for participants/Exhibitors,
		Backdrop (Opening & Closing)/ Poster/Pamphlets. Videography & Photography, Radio Jingles & Road Shows for promotion. I-Card

Gay