



JEEVIKA

Rural Development Department, Government of Bihar

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



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Office Order

“To maintain financial Discipline while implementing Integrated Goat and Sheep Development “

JEEVIKA is implementing “Integrated Goat and Sheep Development Scheme” since FY 2016-17 in which 3 Breedable Black Bengal Goats are distributed to each selected households as per the target and fund provided by Department of Animal and Fisheries Resources, GoB.

Vide Office Order No: BRLPS/Proj-LS/463/13/621 dated 09.05.2023, guideline for implementing Integrated Goat and Sheep Development Scheme for FY 2022-23 has been issued. While implementation of the aforementioned scheme, non-adherence to the guidelines and instances of financial misappropriation has been observed at some of the implementation area. To ensure financial discipline throughout the implementation process, the District Project Coordination Unit (DPCU) and Block Project Implementation Unit (BPIU) are required to strictly adhere to the instructions outlined below:

1. The validation format (Part 1-3), as mentioned in **Annexure-1**, must be completed by the project staff after physical verification, as prescribed in the DBT Guideline circulated vide office order no: BRLPS/Proj-LS/463/13/Vol:2/4764 dated 05.03.2018.
2. During the Ear Tag Camp, the BPIU team shall conduct thorough verification of all members and their goats. The details of the verification process should be diligently recorded in the specified Books of Record. Additionally, it is mandatory to upload a photograph of each member with their goats on the E-Goatery Application
3. The District Project Manager (DPM) shall establish a committee comprising the Manager-Livestock, Procurement Manager, concerned Block Project Manager (BPM), and Block Mentor. This committee will be responsible for verifying a minimum of 10% of the beneficiaries within each Goat Producer Group after subsidy payment. Furthermore, the committee will ensure the accuracy of beneficiary details in the specified Books of Record and the Mobile Application. The verification format is provided in Annexure-2.

The implementation of the aforementioned scheme requires a process-oriented approach, with different levels of staff being responsible at each step. In the event of non-adherence to the guidelines stated in Office Order No: BRLPS/Proj-LS/463/13/621 dated 09.05.2023, or any instances of financial misappropriation, embezzlement, fraud, or similar irregularities during the scheme's implementation, the following project staff will be held accountable:

Situations	Accountability
Member benefited twice by the same scheme	Concerned Community Coordinator/Area Coordinator
Member benefited without purchasing 3 Goats	Concerned Community Coordinator/Area Coordinator
Purchase of all Goats through one vendor in a particular PG	Concerned Area Coordinator/Livelihood Specialist
Payment not made into beneficiary Bank Account	Concerned Area Coordinator/Livelihood Specialist
Misappropriation of scheme fund provided to PG	Concerned Area Coordinator/Livelihood Specialist

The BPM and Manager-Livestock will be held overall responsible for ensuring the proper implementation and utilization of Scheme funds in accordance with the guidelines outlined in Office Order No: BRLPS/Proj-LS/463/13/621 dated 09.05.2023. They will also oversee the documentation of physical and financial details in the specified Books of Record and ensure the timely updating of information in the E-Goatery Application.

This order shall come into effect immediately. All staff members are requested to adhere to these guidelines and execute their duties accordingly.

Signed by Rahul Kumar
Date: 27-07-2023 21:34:22
(Rahul Kumar)
CEO, BRLPS

Copy To:

1. Director/OSD/AO/CFO/PC/PS
2. SPM/PM-Livestock
3. DPM-
4. All Livestock Manager/In-Charge
5. IT Section

Validation Format

भाग – क

लाभार्थियों की व्यक्तिगत जानकारी			
सदस्य का नाम		PG का नाम	
पति का नाम		स्वयं सहायता समूह (SHG) का नाम	
गाँव		SHG मीटिंग की तिथि एवं समय	
पंचायत		VO का नाम	
प्रखंड		VO मीटिंग की तिथि	
जिला		सर्वेक्षण करने की तिथि	

लाभार्थियों के पास जानवरों की संख्या					
सूची	संख्या	रंग	उम्र (लगभग में)	वजन (लगभग में)	टिप्पणी
बकरी					संख्या और रंगों के भौतिक सत्यापन के बाद इसे भरें
बकरा					
मेमना					

लाभार्थी का बैंक विवरण	
खाता संख्या	
बैंक का नाम	
शाखा का नाम	
IFSC Code	

पिछले तीन महीनों में बैंक खाते से कोई लेन-देन हुआ है या नहीं?
क्या उसे तीन बकरी खरीदने की आवश्यकता है या नहीं?
क्या वह बकरी खरीद के लिए ऋण का लाभ (एसएचजी / वीओ से) प्राप्त करना चाहती है या नहीं?

पशु सखी का हस्ताक्षर	AC/CC का हस्ताक्षर
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मैं घोषणा करता/ करती हूँ कि उपर दिए गये सभी जानकारी सही है।
तिथि: लाभुक का नाम:
स्थान: हस्ताक्षर

भाग - ख

मैं बकरी उत्पादक समूह का सदस्य हूँ। मैंने ब्लैक बंगाल प्रजाति की 3 प्रजनन योग्य बकरियाँ दिनांक को खरीदी है। सभी 3 खरीदी गई बकरियों की जाँच बकरी उत्पादक समूह के पदाधिकारियों द्वारा / जीविका के कर्मचारियों द्वारा सत्यापित किया जा सकता है।

मैं, बकरी निर्माता समूह के ओबी सदस्यों से अनुरोध करता हूँ ब्लैक बंगाल की खरीद के लिए कुल राशि का भुगतान करने के लिए राशि भाग 'क' में वर्णित मेरे बैंक अकाउंट में डालें।

तिथि:

हस्ताक्षर:

स्थान:

लाभुक का नाम:

भाग - ग

मैं प्रमाणित करता हूँ कि जो बकरी उत्पादक समूह की सदस्य है, ब्लैक बंगाल प्रजाति की प्रजनन योग्य बकरियों की खरीदारी की है। इसके लिए उनके द्वारा बकरियों की खरीदारी के प्रतिपूर्ति हेतु उन्हें कुल रुपये का भुगतान "समेकित बकरी एवं भेड़ विकास योजना" के तहत किया जा सकता है।

AC/ CC

BPM

Annexure-2**IGSDS Verification Format**

PG Name:	Village:
No. of HHs in PG:	Block:
No. of HHs with Photo in e-Goatery App:	District:
No. of HHs details in Distribution Register:	Date of Verification:

Sl. No.	Beneficiary Name	No. of Goats available prior to procurement of Goats under IGSDS (To be verified by Validation form and physically)	No. of Goats procured under IGSDS (To be verified physically)	Amount of Subsidy received in Bank Account (To be verified by Passbook/Mobile Message)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

It is to declare that the above mention information is filled after due physical verification and without any biasness.

Name and Signature of committee members:

BPM

Block Members

Manager-Livestock

Manager-Procurement