



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



1<sup>st</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250 4960, Website : www.brlp.in

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Date - 30/10/2019

Visioning Workshop related to MTR of BTDP programme by W.B. is being organized on 7<sup>th</sup> November 2019 at Gyan Bhawan, Patna. For proper management of the entire event, following teams are formed:

### 1. Protocol team, facilitation of Panel members and guests from 6<sup>th</sup> to 8<sup>th</sup> Nov 2019

This team will be led by Shri. Rajiv Kumar Singh, Administrative Officer. The other members of the team will be:

- i. Mr Ritesh Kumar, PM-IB
- ii. Mr Gyanesh Kumar Singh, PM-Jobs
- iii. Mr Siddharth, PM-SD
- iv. Mr Rajiv Kumar, PM CF
- v. Mr Sumit , PM Livestock
- vi. Mr Shivam Srivastava , YP SJY
- vii. Mr Himanshau, YP-SJY
- viii. Mr Ujjwal , YP IBCB
- ix. Mr Om , Consultant , FI
- x. Ms Preeti Shree, YP-IAB
- xi. Ms Ranjana Rashmi, YP-NF

### 2. Team on Vehicle movement:

This team will be led by Shri Pushendra Singh Tiwari and other members of the team will be:

- i. Mr. Ranjan, PM-BL
- ii. Mr. Pankaj Kumar Singh, PM- M&E
- iii. Mr. RB lal, OA
- iv. Mr. Uttam , OA

### 3. Finalization of film, handbook , standees and backdrops

This team will be led by Mr. Mahua Roy Chaudhary. This team would work in close coordination with the agency and other team members will be:

- i. Ms Jhinuk, LSBA
- ii. Mr Pawan Priyadarshi, PM-Communication
- iii. Mr Suman, LSBA
- iv. Mr Biplab Sarkar, M-Com (Katihar)
- v. Mr Abhijeet , YP GKM
- vi. Mr Tushar, YP GKM

This team will work in close coordination with video production agency. This team will take support from Mr M .C. Sharan, PC FI.

**4. Team for Agency finalization for procurement of materials/goods/services:**

This team would be led by Dr. Santosh, Procurement Specialist. Other members will be

- i. Ms Anumeha, PM SLPM
- ii. Ms Nidhi, PM R&D
- iii. Mr Sikendar, AFM
- iv. Mr Kaustubh Pratik

**5. Team for Invitation , Guest confirmation and support protocol team in Liasoning:**

This team will be led by Mr M.C. Sharan, PC FI. Other members will be :

- i. Mr Sanjay Mishra, SPM CF
- ii. Mr Ajit Ranjan, SPM ME
- iii. Mr Sanjay Kabir, SPM DDUGKY
- iv. Mr Anthony, PM RC
- v. Ms. Namrata Lama, YP SJY
- vi. Ms Gujali, YP SJY
- vii. Ms Rashmi, Training Officer
- viii. Mr Mukesh, YP IBCB
- ix. Mr Sanjay, YP RC
- x. Ms Priyanka , YP MIS

**6. Team for finalisation of Mementoes and welcome kit: This team will be led by Mr Rajiv Kumar Singh and will be supported by :**

- i. Mr. Prashant Krishna , SPM IBCB
- ii. Mr Manoj Kumar, SPM Farm
- iii. Mr. Sameer Kumar, PM-NF
- iv. Ms Somya , PM HNS
- v. Ms. Nupur Kamal, YP-NF

**7. Team on food: This team would be led by Mr. Jiban Kr. Jha, SPM IAB ( Main Hall) and Mr. Prem Prakash , SPM MIS ( 3<sup>rd</sup> Floor) and Mr Kaushlendra Kumar, LSBA ( Guests and Panellists)**

Main hall	3 <sup>rd</sup> Floor	2 <sup>nd</sup> Floor (Guests and Panellists )
Mr Niraj, PM SDE	Mr Anil, PM-Farm	Mr. Sameer, PM Non-farm
Mr Uday, PM FI	Mr. Sangeet, Consultant SLACC	Mr Ratnish Verma - LSBA
Mr Satish, PM CI	Mr Arvind - SPM DDUGKY	
Mr Pankaj, PM ME	Mr Prabhat Ranjan, ME - LSBA	

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**8. Team on press release, press briefing and media:**

This team would be led by Shri B. K Pathak (OSD) and will comprise with the following members:

- i. Mr Anand Shankar, SPM HRD
- ii. Mr Suman , LSBA
- iii. Mr Pawan Priyadarshi, PM Communication
- iv. Mr Roshan, Manager Communication, Buxar

**9. Team on ensuring timely re-imburement of bills to vendors:**

This team would be led by Mr. Ranjit, CFO and other team members would be:

- i. Dr Santosh, Procurement Specialist
- ii. Mr. Suryakant, SFM-BTDP
- iii. Mr. Shivesh, Accountant
- iv. Mr. Girish, AFM

**10. Team on ensuring registration:**

This team would be led by Mr. Vishwa Vijay, SPM RC and other team members would be:

- i. Ms Amrita Singh, PM TLC
- ii. Ms Asha , PM HRD
- iii. Ms Vatsala, PA- MIS
- iv. Ms Ceema Ali, YP HRD
- v. Ms Ruth, YP- IBCB
- vi. Mr Sanjay, PA Non Farm
- vii. Mr Amirul Haque, PA RC

**11. Community level Participation:**

**This team will be led by Mr Sanjay Mishra, SPM CF and will be supported by Mr Manish Kumar, SPM MF. Hotel for the community members will be booked and registration will be ensured.**

- i. Mr Prince, TO, IBCB
- ii. Mr Shishir, TO IBCB
- iii. Mr Rajesh , OA , IBCB
- iv. Mr Suraj Kumar, Project Associate , FI
- v. Mr Sant Kumar, TO, Help Desk FI
- vi. Mr Rajiv, TO , Help Desk FI
- vii. Mr Arbind, TO , Help Desk FI

**12. Team to look after the sitting arrangements:**

**Main Hall:** This team would be led by Mr Jitendra Kumar SPM-Jobs and other team members will be:

- i. Mr Abhijeet , YP, GKM
- ii. Ms Anamika , YP Livestock
- iii. Ms Sujata Rani, YP GKM
  - a. Panel Lead : Mr Apollo Purty, SPM HNS

**Hall 2 :** This team would be led by Dr Rakesh Kumar Singh and other team members will be

- i. Ms Koel, YP SD
- ii. Mr Tushar, YP GKM
- iii. Ms Surupa, YP AB and Insurance
  - a. Panel lead : Ms Mahua Roy Chaudhary, PC GKM

### **13. Repository of Sessions and Event**

This team would be led by Ms. Mahua Roy Chaudhary and other team members will be:

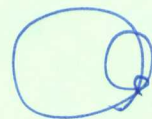
- i. Mr Abhijeet, YP GKM
- ii. Mr Om , YP SD
- iii. Ms Surupa, YP AB
- iv. Ms Sujata Rani , YP GKM

The team will be supported by DMI.

Documentation of the entire event would be the responsibility of the Communication Theme at SPMU. For this, staff from field also may be drafted.

Teams can co-opt more members as per requirement.

Overall Co-ordination with teams and the programme, Addl. CEO, BRLPS and Project Coordinator (FI) would provide required support to the CEO.

  
30/11/2019

(B.K. Pathak.)

Officer on Special Duty

For Circulation,

1. CEO /Addl. CEO
2. Director/OSD/PC/AO/CFO
3. SPM/PM/YPs
4. IT Section