



# 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.brllp.in

Ref. No. : BRLPS/ प्रोज/146/09/2999

Date: 13/11/14

## Office Order

### **Work Distribution for World Toilet Day Event**

A programme on "World Toilet Day" is scheduled on 19.11.2014. It is expected that around 2000 participants including CLF and SHGs representative, DPMs, BPMs, Managers and other Govt officials would participate in this programme. Hon'ble Chief Minister, of Bihar will launch " *Bihar Swachhta Abhiyan*" on this occasion.

For making this event successful following teams has been formed:-

1. **Stage** : Decoration, Video graphy & Photography, Flowering ,Screen, video
  1. Mr. Mukesh PC-TFI
  2. Mr. Ajit Ranjan – SPM-M&E
  3. Mr. Jiban Kumar Jha – PM-MI
  4. Mr. Apollo Purty-SPM-H&N
2. **Food/LUNCH for community and Guests:**
  1. Mr . Prashant Krishna- SPM-IB&CB
  2. Mr. Jitendra Kumar -SPM-Jobs
  3. Mr. Rajiv Kumar- DPM-Patna
  4. Mr. Ritesh Kumar – PM-IB
  5. Mr. Neeraj- PM- Entitlement
3. **Logistic for participants SHG member (Hotel, Halls & Vehicle Mgt)**
  1. Dr. Santosh- PS
  2. Mr. Ranjeet Kumar- FO
  3. Mr. R.B. Lall
  4. Mr. Sahay
  5. Mr. Jawed
4. **Preparation singing team:** Memento distribution, welcome song .
  1. Ms. Archana Tiwari SPM-SD
  2. Ms. Nidhi PM- R&D
  3. Ms. Sarita- YP
  4. Ms. Vallery-YP
  5. Mr. Ragini- YP
5. **Media Management** : Press Note, print and electronic Media
  1. Mr. Kumar Anshumally- Director
  2. Mr. B.K Pathak –OSD
  3. Mr. Rajesh Parimal -AO
  4. Mr. Arun Sah SPM-HR
  5. Mr. Bajnath -YP
  6. Mr. Avinash –YP

  
13/11/14

**6. Invitation of Partners/guest / Govt. Department**

1. Mr. Mukesh Saran PC-TFI
2. Ms. Archana Tiwari SPM-SD
3. Mr. Ajit Ranjan- SPM-M&E
4. Mr. Apollo Purty-SPM-H&N
5. Mr. Rajiv Kumar DPM-Patna

**7. Stall& Venue management (Stall, Demo Toilet, Water, Pandal, Ambulance, Mobile portable toilet, invitation card):**

1. Mr. Rakesh SPM-Off-Farm
2. Mr. Sanjay Mishra - SPM-Comm. Finance
3. Mr. Manish SPM- MF
4. Ms. Priyanka Manager- H&N
5. Mr. Niranjan YP-BPM
6. Mr. Srikant YP-BPM
7. Mr. Pratush YP-BPM

**8. Registration & Management of participants in the hall and up to departure:**

1. Ms. Archana Tiwari
2. Mr. Somya PM-H&N
3. Ms. Anumeha PM-SLPA
4. Ms. Nidhi PM-R&D
5. Ms. Asha PM-HR
6. Ms. Vallery YP
7. Ms. Sarita- YP
8. Ms. Archana YP
9. Ms. Shravani YP
10. Ms. Veena OA-H&N
11. Ms. Priti OA

**9. Distribution of Materials (pamphlets, folders, badges etc)**

1. Mr. VikashKunj SPM-NON-FARM
2. Mr. Manoj Kumar- SPM-On-Farm
3. Ms. Priyanka Manager- H&N
4. Ms. Mausami Rani Manager-H&N
5. Ms. Sangeetakunj Manager-H&N
6. Ms. Suman Priya YP-BPM
7. Mr. Nayan YP-BPM
8. Mr. Piyush YP-BPM

**10. Transportation of participants:**

1. Mr. R B Lal Office Assistant
2. Mr. Manjeet Manager -H&N
3. Mr. Ajit Kushwaha Manager-H&N
4. Md. Danish BPM
5. Abhay Dumdung YP-BPM

*to*  
13/11/14

**11. Printing of Flex, Pamphlets,back drop, rolling stand, Procurement of Memento,etc..**

1. Ms. Mahua Roy Choudhury – PC-G&KM
2. Ms. Somya PM-H&N
3. Mr. RobyMinz–PA-Comm.
4. Ms. Archana-Manager Communication
5. Mr. Ritesh- Manager Communication

 13/11/14  
(Dr. N. Vijaya Lakshmi)

Chief Executive Officer – cum- State Mission Director

Copy to :

1. OSD/Director/CFO/AO/FO/PS/PO
2. All PCs/SFMs/AFMs/SPMs/PMs/YPs
3. All DPMs/BPMs/Manager-H&N
4. IT Section.