



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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Ref No:- BRLPS/Estt/91/06/ 5231

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OFFICE ORDER

In view of the increasing work load a redistribution of work among Finance Officer, State Finance Managers and Assistant Finance Managers, is being made as follows:-

Mr. Ranjeet Kumar (FO)

1. Finalization of IUFR of BRLP & NRLM/NRLP for approval by CEO.
2. Compliance of Audit Report and statutory requirement of SPMU & allotted districts.
3. Support Procurement team as member of Procurement/Review Committee under BRLP.
4. Review of Finance/Account of BRLP and authentication of Cash Books vouchers of BRLP.
5. Dealing with all files related with BRLP expenditure.
6. Preparation of Utilization Certificate of BRLP.
7. TA of PMs.
8. Final Settlement of SPMU staff.
9. Revision of financial rules considering scale up of project.
10. Finalization of Financial statement of BRLPS.
11. Consolidation of Final Budget of all Project.
12. Other tasks assigned by CEO/CFO as and when required.

Mr. Uday Kumar Verma (SFM)

1. Preparation IUFR of allotted district.
2. Compliance of Audit report and statutory requirement of allotted districts,
3. Support Procurement team as member of Procurement/Review Committee,
4. Review of Finance/Account of NRLM.
5. Authentication and signing of Cash Book and Vouchers of NRLM & MKSP,
6. Final settlement of NRLM districts,
7. Preparation of utilization certificates of NRLM & NRLP,
8. Accounting relating to funding agency of NRLM,
9. Dealing with all files related with NRLM expenditure,

10. Correspondence with Govt. departments/agencies concerned towards accounting in NRLM,
11. TA of DPMs of NRLM districts.
12. BRS – NRLM/BRLPS.
13. Training Manual of FM for project staff .
14. Other tasks assigned by CEO/CFO as and when required.

Mr. Suryakant Sharma (SFM)

1. Preparation of IUFR, of allotted districts,
2. Compliance of Audit Report and statutory requirement of allotted districts,
3. Support procurement team as member of Procurement/Review Committee under NRLP,
4. Review of finance/Account of NRLP.
5. Authentication and signing of Cash Book and Vouchers of NRLP.
6. Accounting relating to funding agency of NRLP.
7. Preparation of utilization certificates of MKSP & other Govt. Agencies.
8. Dealing with all files related with NRLP expenditure.
9. Income Tax-TDS-Return/Annual Return etc.
10. TA of YPs and DPMs of NRLP district.
11. Final Settlement of NRLP district.
12. BRs-NRLP.
13. Correspondence with Govt. departments/agencies concerned with NRLP.
14. Other tasks assigned by CEO/CFO as and when required.

Mr. Kaushtubh Pratik (AFM)

1. Preparation of IUFR of allotted districts.
2. Support in Statutory Compliance of allotted districts.
3. Fund Related Issues of NRLM and MKSP Units.
4. Support in review of Audit Report and its Compliance.
5. Verification of Day Book of all Projects.
6. Support in Final Settlement of NRLM districts.
7. Payment Files verification of NRLM/NRLP before recommendation of CFO for approval by CEO.
8. Audit Manual/TOR/EPF Return/Service Tax.

9. Preparation of monthly expense report of NRLM, NRLP with physical achievement.
10. Any Other task assigned by CFO.

Mr. Sikendra Kumar (AFM)

1. Preparation of IUFR of allotted districts.
2. SPMU Reconciliation of all project.
3. Fund related issue of BRLP/NRLP Units and quarterly variance report.
4. Support in Settlement of SPMU staff.
5. Payment files of BRLP/MKSP verification before recommendation of CFO for approval by CEO.
6. Audit compliance of SPMU.
7. Maintenance of Claim Register.
8. Preparation of Monthly Financial Report of BRLPS with physical achievement.
9. Any Other task assigned by CFO.

By the order of CEO

 27.1.2014

(Kumar Anshumaly)

Director

Distribution:-

1. CFO/FO/SFM/AFM
2. OSD/Director/AO
3. All SPMs and PMs
4. All DPMs/DPM Incharge
5. Concerned Files.