



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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## Office Order

### Cluster Level Federation Coordinator

The project has formed cluster level federations at the sub- block level for strengthening of village organisations. In its proper functioning and communitization of different processes, it needs strong coordination with CBOs and will be involved in the capacity building and nurturing of CBOs. In order to handle diverse requirements of CLF, it is important to place an experienced staff in the CLF so that communitisation process can be executed at this level. The CLF will gradually take many of the functions of a block and work to become self regulated and sustained institution. It is at this juncture, there is a need of positioning of a staff who will work in a close coordination with the CLF board to build the capacity of these federations so that they can work towards communitisation processes.

#### **Profile of the Staff**

The Area Coordinator with an experience of 1-2 years will be positioned as CLF coordinator in a CLF.

#### **Roles and Responsibility**

The CLF Coordinator will work accordingly to the CLF community operational manual. He will follow all the guidelines, policies and business standard of CLF. The detailed responsibility can be summarised below as-

- Attending CLF RGB/ EC/ GB meeting and assist in agenda fixation.
- Preparation of CLF monthly progress report and put up to CLF EC.
- Orientation, train and mobilization to CLF staff and sub- committees.
- Preparing monthly/ annual action plan and report of the CLF.
- Conduct monthly review of the CLF staffs and cadre based on monthly/ annual action plan and take corrective action to minimize the existing gap.
- Collating VO progress report at CLF level, review VO progress and make necessary strategy.
- Coordination with the concerned BPIU.
- Liaison with Block office for convergence with different govt. schemes and programs.
- Liaison with Banks and other financial institution for availing credit facilities to SHGs.
- Ensure conduction of AGM, annual audit, special AGM, distribution of share certificate, return filing, preparation of AAP & budget, meeting audit compliance etc.

#### **Selection Process**

- CLF EC will discuss about the requirement of candidate in their meeting and take decision regarding the same. The resolution/ minutes of the meeting will be sent to BPIU which will forward it to the DPCU.
- The requirement and criteria will be displayed at the BPIU/ DPCU notice board. The information towards the same also is disseminated to all ACs.
- The interested candidates ACs will submit the application in the respective DPCU.
- The screening of the candidates will be done at the DPCU level. The screening committee will comprise of DPM, Manager-HRD, Manager-IB&CB and 2 CLF members.
- The list will be forwarded to the SPMU.

- The final screening of the candidates will be done at the SPMU level. The screening committee will comprise of members from IB&CB, HR and FI.
- After the screening, the Area Coordinator will be positioned in the CLF.
- CLF EC will discuss about the roles and responsibility of the candidate. And it will be minutised in the minute's book.

#### **Payment Process**

1. The project will give payments to the staff in the preview of benefits and entitlements as per the HR rules of the project.
2. The monthly emoluments will be transferred to the CLF and will be given by the CLF to the concerned AC after reviewing his work.
3. The annual increment will be done based on the performance of quality indicators of the CLF.

#### **Discontinuation as CLF Coordinator**

The concern DPCU (*district level selection team*) will discontinue the functioning of concern staff as CLF Coordinator based on the recommendation of CLF Executive Committee. This will be done on the following ground-

1. If there is a financial discrepancy by the staff or s/ he is involved in an illegal activity and it has been proved.
2. Indiscipline and erratic behavior.
3. S/ he are not able to discharge his duties and responsibilities.
4. S/ he are not following the organization norms.

Initially, based on the recommendation, concerned DPCU will give show cause notice before discontinuation and provide one month duration for reply. If s/ he is not able to give appropriate response or DPCU is not satisfied with the reply, s/ he will be finally discontinued. The decision of DPCU will then be also be minutised in the Executive Committee of the CLF and the same shall be communicated to him/ her. In the same way, if the one wants to leave the job then s/ he will have to give one month prior notice to DPCU duly endorsed by the CLF.



**(Dr. N. Vijaya Lakshmi)**

Chief Executive Officer-cum-State Mission Director

**Encl.:** Annexure 1: Format of BIO DATA of Area Coordinator

#### **For Distribution:**

1. OSD/Director/CFO/AO/FO/PS/PO
2. All PCs/SPMs/PMs/SFMs/AFMs
3. All DPMs/FMs/Managers-IB&CB/BPMs
4. IT Section

**Annexure1: Format of BIO DATA of Area Coordinator**

**Post applied for: CLF Coordinator**

Name:

Father's/ Mother's/ Husband's name:

Date of Birth:

Telephone/ Mobile No.:

Gender:

Category:

**Address for Correspondence-**

House No. /Street:

City/ town/ village:

State:

Pin Code:

**Permanent Address-**

House No. /Street:

City/town/village:

State:

Pin Code:

**Education details-**

Sl.	Level of Education	Board/University	Year of passing	% of marks

**Work Experience detail-**

Organization Name	Designation	Area of Experience	Highlights of success	Experience in month

**Declaration:**

1. The above information furnished is true to my best of knowledge.

**Signature of the Candidate**