

**बिहार सरकार**  
**ग्रामीण विकास विभाग**  
**बिहार रूरल डेवलपमेंट सोसाईटी**

पत्रांक 304694  
गा0वि09(वि0)-55/2016

पटना, दिनांक 20/03/2017

प्रेषक,

संजय कुमार सिंह,  
उप सचिव, ग्रामीण विकास विभाग  
-सह-उप परियोजना निदेशक (BISPS)।

सेवा में,

सभी जिला पदाधिकारी-सह-जिला कार्यक्रम समन्वयक,  
सभी उप विकास आयुक्त-सह-अपर जिला कार्यक्रम समन्वयक,  
बिहार, पटना।

विषय:-

बिहार रूरल डेवलपमेंट सोसाईटी अंतर्गत BISPS के Accounts एवं Audit Professionals के विभिन्न पदों पर संविदा के आधार पर नियोजित कर्मियों के कार्य एवं दायित्व का प्रेषण।

महाशय,

उपर्युक्त विषयक विभागीय पत्रांक 304020 दिनांक 10.03.2017 के आलोक में BISPS के Accounts एवं Audit Professionals के विभिन्न पदों पर संविदा के आधार पर नियोजित कर्मियों के कार्य एवं दायित्व की प्रति पत्र के साथ संलग्न कर अग्रतर कार्रवाई हेतु भेजी जा रही है।

अनु0- यथोक्त।

विश्वासभाजन



(संजय कुमार सिंह)

उप सचिव, ग्रामीण विकास विभाग  
-सह-उप परियोजना निदेशक  
(BISPS)

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# DRAFT TORS FOR DISTRICT FINANCIAL MANAGEMENT TEAM

OF

BIHAR RURAL DEVELOPMENT SOCIETY (BRDS), RURAL  
DEVELOPMENT DEPARTMENT, GOB

**Birds**  
सुखी गांव, संपन्न बिहार

**DISTRICT FINANCE MANAGER**

<b>Designation:</b>	District Finance Manager	<b>Responsible to:</b>	District Programme Manager BRDS and Finance Manager (State) BRDS /District Development Commissioner
<b>Remuneration:</b>	RS. 35,000 per month (consolidated)	<b>Contract Duration:</b>	3 years (Subject to annual renewable on satisfactory performance)
<b>Benefits:</b>	Leave and other benefits as mentioned in offer letter issued on January 27, 2017	<b>Location:</b>	Office of District Development Commissioner of respective district
<b>Responsible for:</b>	Oversee and manage entire financial management of BRDS projects/ schemes (incl. BISPS project) at district level		

**Job Responsibilities**

- Financial Management**
1. Ensure availability of funds in accordance with the budgetary allocations at respective district and manage backlogs, if any, without obstructing the district operations of BRDS/RDD
  2. Execute financial and administrative powers in accordance with the Bihar Financial Rules/ statutes
  3. Responsible for district level financial planning for Schemes (PMAY-G, MG-NREGS and any other as and when added), Programs and Projects (BISPS) etc. under BRDS
  4. Supervise accounting tasks in respective district as per the desired standards; including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations  
Ensure timely redressal of related grievances at district and below level
  5. Support District Audit team for timely preparation of audit report and other related documents
- Reporting and MIS**
6. Prepare consolidated periodic statutory/ non-statutory compliance report/s (Utilization report, Consolidated district level financial status report, Statement of expenditure, Banking Reconciliation Statement etc.) for submission at state level
  7. Support and coordinate for transforming manual accounting system of BRDS to Tally based online accounting system
  8. Ensure timeliness of all required periodic financial reports to BRDS State Office
- Administration, Coordination and Training**
9. Provide orientation and on the job training to upgrade performance and skills of project staff at district and block units
  10. Coordinate with and supervise entire district FM team for timely preparation and submission of budgets, financial reports, fund requests and expenditure reports etc.
  11. Support payrolls management of district FM team in newly designed online Performance Management System
  12. Coordinate with and promptly inform Finance Manager BRDS and Senior Audit and Accounts Officer (BREAS) about any financial discrepancies, budget

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- variances, financial analysis on utilization of funds and any other related financial information
13. Liaise and coordinate with World Bank team, project team members (state, district and block), line departments and other stakeholders on related matters for smooth project/ schemes operation at district and below level
  14. Undertake any other relevant task as and when delegated by reporting officer/DPD (BISPSJ)/ Finance Manager (BRDS)/Senior Audit and Accounts Officer (BRDS) or any other official as nominated by competent authority

**Note:** This job may involve official travel to state/districts/ blocks/ Gram Panchayats and other project areas

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**DISTRICT AUDIT MANAGER**

<b>Designation:</b>	District Audit Manager	<b>Responsible to:</b>	District Project Manager and Audit Officer (State) BRDS/District Development Commissioner
<b>Remuneration:</b>	RS. 35,000 per month (consolidated)	<b>Contract Duration:</b>	3 years (Subject to annual renewable on satisfactory performance)
<b>Benefits:</b>	Leave and other benefits as mentioned in offer letter issued on January 27 and 28, 2017	<b>Location:</b>	Office of District Development Commissioner of respective district
<b>Responsible for:</b>	Plan, execute, support and oversee the implementation of audit activities related with BRDS projects/ schemes at district level		

**Job Responsibilities**

<b>Audit Management and Reporting</b>			
<ol style="list-style-type: none"> <li>1. Conduct quarterly internal audit of all accounts books and submit the observations report to Senior Audit and Accounts Officer and Dy. Project Director (BISPS), BRDS</li> <li>2. Ensure availability of desired financial data/ information and oversee the observations report to Senior Audit and Accounts Officer at the time of audit</li> <li>3. Plan for and execute resolution of audit issue/s and oversee the impact</li> <li>4. Analyze audit data to identify and highlight the financial risks to the concerned state officials to plan proactive measures</li> <li>5. Ensure timely compliance to audit findings and support redressal of related grievances in respective district</li> <li>6. Provide desired audit reports and related information to BRDS State office timely and periodically</li> <li>7. Ensure that all periodic audit reports are available, preferably online (website), in public domain subject to: desired approvals</li> <li>8. Support District Financial Management team for timely preparation of financial statements and other related documents</li> </ol>			
<b>Administration, Coordination and Training</b>			
<ol style="list-style-type: none"> <li>9. Coordinate with District Finance Manager and other district/ block staff for audit related planning and execution as well as provide the desired audit data/ reports available to District Finance Manager as and when required</li> <li>10. Organize periodic trainings/workshops for district and block level staff to promote awareness of internal controls and audit processes</li> <li>11. Coordinate with and promptly inform Senior Audit and Accounts Officer (BRDS) about any financial discrepancies, budget variances, financial analysis on utilization of funds and any other related financial information</li> <li>12. Liaise with World Bank team, project team members, line departments and other stakeholders on related matters for smooth projects/ schemes operation at district and below level</li> </ol>			

13. Undertake any other relevant task as and when delegated by reporting officer/ Senior Audit and Accounts Officer/ DPD (BISPS) or any other official as nominated by competent authority

*Note: This job may involve official travel to state/districts/ blocks/ Gram Panchayats and other project areas*

**DISTRICT ASSISTANT FINANCE MANAGER**

<b>Designation:</b>	District Assistant Finance Manager	<b>Responsible to:</b>	District Finance Manager
<b>Remuneration:</b>	RS. 25,000 per month (consolidated)	<b>Contract Duration:</b>	3 years (Subject to annual renewable on satisfactory performance)
<b>Benefits:</b>	Leave and other benefits as mentioned in offer letter issued on January 27 and 28, 2017	<b>Location:</b>	Office of District Development Commissioner of respective district
<b>Responsible for:</b>	Assist District Finance Manager in entire financial management of BRDS projects/ schemes (incl. BISPS project) at district level		

**Job Responsibilities**

- Financial Management and Reporting**
1. Assist District Finance Manager (DFM) in accounting tasks including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations at respective district as per desired standards and procedures
  2. Support district level financial planning, execution and monitoring of Schemes (like PMAY-G, MG-NREGS etc.)/Programs/Projects under BRDS
  3. Ensure that all expenses are in conformity with established rules and regulations
  4. Support fund management (allocations, disbursements and reporting) in consultation with DFM
  5. Support documentation and record-keeping related with payments and receipts including maintaining necessary proof of evidences like expenses vouchers, advance claims records, settlements records etc.
  6. Assist in related grievances redressal at district and below level
  7. Coordinate for and assist in transforming manual accounting system to Tally based online accounting system of BRDS at district and below level
  8. Ensure timely availability of desired periodic reports to BRDS state office

**Administration, Coordination and Training**

9. Coordinate with state officials of BRDS regarding district budgets, allocation, backlogs and fund availability and update DFM accordingly
10. Assist District Finance Manager in planning and organizing trainings/ workshops/ meetings for providing financial guidance/ trainings to related staff at district/ block level
11. Liaise with World Bank team, project team members, line departments and other stakeholders on related matters for smooth projects/ schemes operation at district and below level
12. Undertake any other relevant task as and when delegated by reporting officer/DPD (BISPS)/Finance Manager (BRDS)/ Senior Audit and Accounts Officer (BRDS) or any other official as nominated by competent authority

*Note: This job may involve official travel to state/districts/ blocks/ Gram Panchayats and other project areas*

**DISTRICT ASSISTANT AUDIT MANAGER**

<b>Designation:</b>	District Assistant Audit Manager	<b>Responsible to:</b>	District Audit Manager
<b>Remuneration:</b>	RS. 25,000 per month (consolidated)	<b>Contract Duration:</b>	3 years (Subject to annual renewable on satisfactory performance)
<b>Benefits:</b>	Leave and other benefits as mentioned in offer letter issued on January 27 and 28, 2017	<b>Location:</b>	Office of District Development Commissioner of respective district
<b>Responsible for:</b>	Assisting District Audit Manager in Internal Audit of BRDS at respective district in accordance with the standard and procedures.		

**Job Responsibilities**

- Audit Management and Reporting**
1. Closely coordinate with and support District Audit Manager in conducting quarterly internal audit of all accounts books at BRDS district unit
  2. Ensure availability of desired financial data/ information and other related support to external auditor at the time of audit
  3. Assist in timely resolution of audit issue/s flagged by auditor and prepare compliance report accordingly
  4. Support analysis of audit issues/ findings to identify and flag recurrences, if any
  5. Prepare and submit a consolidated audit report of district accounts and submit that same to state BRDS office periodically
  6. Support redressal of related grievances in the district
  7. Upload final audit reports on RDD/BRDS website subject to desired approvals
  8. Support District Financial Management team for timely preparation of financial statements and other related documents

**Administration, Coordination and Training**

9. Coordinate with and support District Audit Manager in audit related planning and execution
10. Support District Audit Manager in organizing periodic trainings/workshops for district and block level staff to promote awareness of internal controls and audit processes
11. Coordinate with and promptly inform District Audit Manager about any financial discrepancies, budget variances, financial analysis on utilization of funds and any other related financial information
12. Liaise with World Bank team, project team members, line departments and other stakeholders on related matters for smooth projects/ schemes operation at district and below level
13. Undertake any other relevant task as and when delegated by reporting officer/DPD (BISPS)/ Senior Audit and Accounts Officer ( ) or any other official as nominated by competent authority

*Note: This job may involve official travel to state/districts/ blocks/ Gram Panchoyats and other project areas*



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<b>ACCOUNTS ASSISTANT</b>			
<b>Designation:</b>	Accounts Assistant	<b>Responsible to:</b>	District Assistant Finance Manager
<b>Remuneration:</b>	RS. 15,000 per month (consolidated)	<b>Contract Duration:</b>	3 years (Subject to annual renewable on satisfactory performance)
<b>Benefits:</b>	Leave and other benefits as mentioned in offer letter issued on January 29, 2017	<b>Location:</b>	Office of District Development Commissioner of respective district
<b>Responsible for:</b>	Assisting, District Assistant Finance Manager and District Finance Manager in preparation and maintenance of financial information and records.		
<b>Job Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Provide desired support to District FM team in preparation and upkeep of accounts books related with different schemes/ projects governed by BRDS</li> <li>2. Record all district level financial proceedings and information in Tally Based accounting system and maintain records/ vouchers in hard-copy wherever necessary for audit purpose</li> <li>3. Support District Assistant Finance Manager in performing at accounting related functions in accordance with the standard practices</li> <li>4. Perform related data entry, documentation, printing and filing at district level as and when required</li> <li>5. Type official documents, reports and correspondence for the team</li> <li>6. Ensure proper and complete documentation for easy retrieval of all accounting information/documents</li> <li>7. Update and maintain databases such as mailing lists, contact lists etc.</li> <li>8. Monitor and maintain records pertaining to office supplies for the District Financial Management Team of BRDS</li> <li>9. Undertake any other relevant task as and when delegated by reporting officer/DPD (BISPS)/ Senior Audit and Accounts Officer or any other official as nominated by competent authority</li> </ol>			

*Note: This job may involve official travel to state/districts/ blocks/ Gram Panchayats and other project areas*

AUDIT ASSISTANT			
<b>Designation:</b>	Audit Assistant	<b>Responsible to:</b>	District Assistant Audit Manager
<b>Remuneration:</b>	RS. 15,000 per month (consolidated)	<b>Contract Duration:</b>	3 years (Subject to annual renewable on satisfactory performance)
<b>Benefits:</b>	Leave and other benefits as mentioned in offer letter issued on January 31, 2017	<b>Location:</b>	Office of District Development Commissioner of respective district
<b>Responsible for:</b>	Providing administrative support to "Assistant District Audit Manager" and "District Audit Manager" in Internal Audit of BRDS scheme/program/projects/ assignments at respective district		
<b>Job Responsibilities</b>			
1. Provide desired support to District FM team in conducting quarterly internal audits and periodic external audits			
2. Ensure accurate and complete documentation and filing necessary for audits			
3. Support checking financial and audit reports/ statements for their accuracy and reliability			
4. Perform data –entry, documentation, printing and filing as and when required			
5. Type official documents, reports and correspondence for the District Audit Team of BRDS			
6. Update and maintain databases such as mailing lists, contact lists etc for District Audit Team of BRDS at respective district			
7. Undertake any other relevant task as and when delegated by reporting officer/DPD (BISPS)/ Senior Audit and Accounts Officer or any other official as nominated by competent authority			

*Note: This job may involve official travel to state/districts/ blocks/ Gram Panchayats and other project areas*