



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

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Ref: BRLPS/Estt/11/06/A860

Date: 30.12.2013

Circular – Transfer Option by CC/AC

You are aware that office staff have been requesting for transfer from time to time to SPMU. While considering these requests, it was found that a number of staff have joined to new/higher positions in recent past.

In view of this, it has been decided to obtain option afresh from existing employees for transfer. Presently, this process is limited to Community Coordinators and Area Coordinators. A Format for seeking option from CC and AC is attached for reference and use. It is applicable to those CCs/ACs who have completed or would be completing one year of service by the end of January, 2014 as CC or AC or both.

All DPMs are requested to ensure circulation of attached format to CCs/ACs and collect duly filled in Format from them instructing respective BPMs to take up the task on priority basis. BPMs should complete the task within four days after receipt of this circular and submit the compiled report along with hard copies to DPCU. DPCUs in turn would compile block wise report of respective district and send soft copy to SPMU (Mrs. Asha Kumari, PM-P&A, e-mail:asha@brlp.in) within two days. Manager-HR would take up and complete this task within scheduled time frame.

CC/AC can fill up transfer option format on line – link given below:

<http://jobs.brlps.in/inner/transfers.asp>

A meeting of all DPMs and Manager-HR of 21 DPCUs has been scheduled on 09.01.2014 at SPMU to discuss about joining and induction of newly recruited Community Coordinator and other related issues. All DPMs are requested to bring hard copies of duly filled in option format with compiled report and submit to PM-P&A in the meeting.

Encl: Format as above

All DPMs, Manager-HR, FMs and BPMs

(Arun Kumar Sah)

Copy to

State Project Manager-HRD

1. Director, OSD, CFO, AO, FO
2. All SPMs & PMs
3. Concerned File

Transfer Request format for Community Coordinator & Area co-ordinator

(Applicable for those AC/CC who have completed one year of service by end of JAN-2014)

1. Employee ID / Registration no	-	<input style="width: 95%; height: 25px;" type="text"/>								
2. Name	-	<input style="width: 95%; height: 25px;" type="text"/>								
3. Position	-	<input style="width: 95%; height: 25px;" type="text"/>								
4. Sex	-	<input style="width: 80%; height: 25px;" type="text"/>								
5. D/Joining (on current position)	-	<input style="width: 80%; height: 25px;" type="text" value="----D---/--M---/----Y---"/>								
6. D/Joining (in BRLPS as CC)	-	<input style="width: 80%; height: 25px;" type="text" value="----D---/--M---/----Y---"/>								
7. Place of posting	-	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;">Block</td> <td style="width: 10%;"></td> <td style="width: 40%; border: 1px solid black; padding: 2px;">District</td> </tr> </table>	Block		District					
Block		District								
8. Home Block	-	<input style="width: 95%; height: 25px;" type="text"/>								
9. Home District	-	<input style="width: 95%; height: 25px;" type="text"/>								
10. Completion of one year of service	-	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">YES</td> <td style="width: 10%; text-align: center;"><input style="width: 50%; height: 25px;" type="checkbox"/></td> <td style="width: 50%;">(Put ✓ if applicable)</td> </tr> <tr> <td>NO</td> <td style="text-align: center;"><input style="width: 50%; height: 25px;" type="checkbox"/></td> <td>(Put × if not applicable)</td> </tr> </table>	YES	<input style="width: 50%; height: 25px;" type="checkbox"/>	(Put ✓ if applicable)	NO	<input style="width: 50%; height: 25px;" type="checkbox"/>	(Put × if not applicable)		
YES	<input style="width: 50%; height: 25px;" type="checkbox"/>	(Put ✓ if applicable)								
NO	<input style="width: 50%; height: 25px;" type="checkbox"/>	(Put × if not applicable)								
11. CUG number	-	<input style="width: 100%; height: 25px;" type="text"/>								
12. Districts opted according to preference for transfer	-	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: right;">1st</td> <td style="width: 20%;"><input style="width: 95%; height: 25px;" type="text"/></td> <td style="width: 20%; text-align: right;">2nd</td> <td style="width: 20%;"><input style="width: 95%; height: 25px;" type="text"/></td> <td style="width: 20%; text-align: right;">3rd</td> <td style="width: 20%;"><input style="width: 95%; height: 25px;" type="text"/></td> <td style="width: 20%; text-align: right;">4th</td> <td style="width: 20%;"><input style="width: 95%; height: 25px;" type="text"/></td> </tr> </table>	1 st	<input style="width: 95%; height: 25px;" type="text"/>	2 nd	<input style="width: 95%; height: 25px;" type="text"/>	3 rd	<input style="width: 95%; height: 25px;" type="text"/>	4 th	<input style="width: 95%; height: 25px;" type="text"/>
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13. EPF number	-	<input style="width: 95%; height: 25px;" type="text"/>								
Signature with Date		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; height: 25px;"></td> <td style="width: 50%; border: 1px solid black; height: 25px;"></td> </tr> </table>								
