



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

The HRD manual of BRLPS provides for conducting Annual Performance Appraisal of project staff. On the basis of their performance, suitable grades are awarded to staff. Based on grades obtained, staff become eligible to receive "Annual Performance Pay" up to maximum of 15% of total basic pay received during the period for which appraisal is conducted.

The performance appraisal of eligible staff of all the Districts for the period from April, 2010 to March, 2011 has been completed and accordingly performance grades have been awarded to all eligible staff. Performance appraisal has also been completed in respect of such staff whose performance appraisal could not be done earlier for some reason or the other for the years 2009-10 and 2010-11.

The final grading of Performance Appraisal of all staff in above mentioned both categories along with relevant periods for calculation of performance pay is attached as **Annexure - 1**.

DPM and all BPMs of respective BPIUs are directed to ensure calculation of performance incentives as per following guidelines.

- 15 % of total amount of actual basic salary paid (during the period for which performance is appraised) if performance grade awarded is **A**.
- 10 % of total amount of actual basic salary paid (during the period for which performance is appraised) if performance grade awarded is **B**.
- 5 % of total amount of actual basic salary paid (during the period for which performance is appraised) if performance grade awarded is **C**.
- No performance pay would be paid if performance grade awarded is **D**.

Further, it is directed that disbursement of performance pay shall be made to staff within 7 days after receipt of the order. The DPMS would be the nodal person for ensuring payment of Annual Performance Pay in DPCU and all concerned BPIUs. The concerned Office Accountant would calculate the performance pay and get it approved by DPM after obtaining recommendation of BPM's in case of BPIU Staff.

Some of the officials have worked in more than one capacity and at more than one station. Performance Pay would be given as per the position and period they have held. However, payment would be made from present place of posting or the place where they were placed before separation from BRLPS. For the purpose, the Office Assistant will obtain salary statement of concerned staff from his/her earlier place of posting and accordingly calculate the payable final Annual Performance Pay.

For those staff, who have been separated from BRLPS, Annual Performance Pay would be disbursed from the place, where they worked last. Performance incentive/pay would not be paid to staff who have been terminated from services.

Nodal Officers are directed to submit the statement of final payment of annual Performance Pay to SPMU within 3 days after the disbursement of the payment.

(Handwritten signature and date)
14/2/2013

(Arvind Kumar Chaudhary)

Chief Executive Officer-State Mission Director

Encl.: Annexure-1.

Annexure -1

Performance Appraisal Payout of 2009-10 and 2010-11 for the staff who were missed.

Sl	Name	Designation	Assessment Year	District	Block	Reg No	DoJ	Total Score	Final Grade	Remarks
1	Binod Kumar	AC	2009-2010	Muzaffarpur	Bochaha	4900000093	19-10-2009	95	A	Performance Pay applicable from 19-10-2009 to 31-03-2010
2	Sanjiv Kumar	AC	2009-2010	Muzaffarpur	Bochaha	4900000407	20-10-2009	95	A	Performance Pay applicable from 20-10-2009 to 31-03-2010
3	Sant Kumar	AC	2009-2010	Muzaffarpur	Bochaha	4900000408	20-10-2009	95	A	Performance Pay applicable from 20-10-2009 to 31-03-2010
4	Dharmendra Kumar	CC	2010-2011	Supaul	Triveniganj	3300000378	03-11-2009	86	B	Performance Pay applicable from 23-12-2010 to 31-03-2011.
5	Chandan Kumar	CC	2009-2010	Purnia	Banmankhi	110000422	06-11-2009	90	B	Performance Pay applicable from 06-11-2009 to 31-03-2010
6	Niraj Kumar Mishra	CC	2009-2010	Purnia	B.Kothi	100001081	06-11-2009	86	B	Performance Pay applicable from 06-11-2009 to 31-03-2010
7	Padmakar Mishra	CC	2009-2010	Nalanda	Nagarnausa	4400002281	03-11-2009	91	A	Performance Pay applicable from 03-11-2009 to 31-03-2010
8	Rupesh Kumar Tomar	CC	2009-2010	Khagaria	Chautham	1100001586	06-11-2009	95	A	Performance Pay applicable from 06-11-2009 to 31-03-2010
9	Sanjay Kumar	CC	2009-2010	Purnia	Dhamdaha	11000001630	07-11-2009	88	B	Performance Pay applicable from 07-11-2009 to 31-03-2010
10	Jiwesh Kumar Singh	CC	2010-2011	Gaya	Tankuppa	4400001315	04-01-2010	91	A	Performance Pay applicable from 01-04-2010 to 31-03-2011.
11	Satyendra Kumar	CC	2009-2010	Muzaffarpur	Kurhani	3300001513	04-11-2009	95	A	Performance Pay applicable from 04-11-2009 to 31-03-2010
12	Sharwan Kumar Sanyasi	CC	2009-2010	Nalanda	Sarmera	4400003972	04-11-2009	95	A	Performance Pay applicable from 04-11-2009 to 31-03-2010
13	Anil Kumar Thakur	CC	2010-2011	Madhubani	Khajauli	2200000187	05-01-2010	87	B	Performance Pay applicable from 01-04-2010 to 31-03-2011.

Sl	Name	Designation	Assessment Year	District	Block	Reg No	DoJ	Total Score	Final Grade	Remarks
14	Ashutosh Kumar Singh	BPM	2010-2011	Muzaffarpur	Kurhani	414150440	01-09-2009	94	A	Performance Pay applicable from 01-04-2010 to 18-08-2010
15	Bipin Kumar	AC	2010-2011	Purnia	Banmankhi	4900000096	19-10-2009	87	B	Performance Pay applicable from 01-04-2010 to 31-03-2011.
16	Rantosh Kumar	AC	2010-2011	Muzaffarpur	Meenapur	4900000356	20-10-2009	94	A	Performance Pay applicable from 20-10-2009 to 31-03-2010
17	Ghanshyam Jaiswal	CC	2009-2010	Purnia	Amour	1100000537	06-11-2009	91	A	Performance Pay applicable from 06-11-2009 to 31-03-2010
18	Sandhya Kumari	AC	2009-2010	Nalanda	Rahui	4900000392	20-10-2009	92	A	Performance Pay applicable from 20-10-2009 to 31-03-2010
19	Manoj Kumar	CC	2009-2010	Gaya	Wazirganj	3300000737	07-11-2009	91	A	Performance Pay applicable from 07-11-2009 to 31-03-2010
20	Punam Kumari	CC	2009-2010	Purnia	Bhawanipur	1100001287	06-11-2009	91	A	Performance Pay applicable from 06-11-2009 to 31-03-2010
21	Anand Kumar Das	CC	2010-2011	Nalanda	Harnaut	167	01-08-2008	91	A	Performance Pay applicable from 01-04-2010 to 25-05-2010.
22	Munna Prasad	AC	2010-2011	Nalanda	Noorsarai	4900000231	19-10-2009	85	B	Performance Pay applicable from 01-04-2010 to 31-03-2011.
23	Pooja	Accountant	2010-2011	Muzaffarpur	Muzaffarpur-DP	5551014	23-12-2010	94	A	Performance Pay applicable from 23-12-2010 to 31-03-2011.

B. Prasad

A. K. Singh