



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



बिहार सरकार

1st Floor, Vidyut Bhawan - II Bailey Road, Patna- 800 021; Ph.: +91-612-250 4980; Fax: +91-612-250 4960; Website : www.brllp.in

Ref. :

Ref. : BRLPS/Estt/156/07/1875

Date : 5/8/14

Office Order

BRLP employees are provided Identity Cards. As of now the procedure for providing Identity Cards to its employees is centralized i.e. it is prepared and issued from SPMU.

With the expansion to DPCU level of BRLPS across the State of Bihar, management has decided to decentralize the process of Identity Card preparation and its distribution. A committee had been constituted to give its recommendation as to how this system be rolled out. On the basis of the recommendation of the Committee it is decided that :-

1. ID Card preparation and distribution should be decentralized to DPCU level.
2. Manager-HR & Administration will be responsible for preparation and distribution of ID Cards to respective BPIU and DPCU staff under the direction / supervision of respective DPMs.
3. In the absence of HR Manager at DPCU this will be the responsibility of Manager-Communication.
4. In the absence of both Manager- HR and Manager - Communication, DPM would decide who will be responsible for preparation of ID Cards.
5. In case of any query, officer assigned with this responsibility may seek guidance from Administrative Officer, SPMU through DPM.
6. DPMs are hereby authorized and directed to authenticate Identity Cards by putting their signature on it, as Issuing Authority for the respective DPCU.
7. At DPCU level, Manager - HR/Manager- Communication or the authorized officer would be responsible for collection of employee data in prescribed format (Annexure-I) to be used for preparation of ID Cards. After preparation - ID Cards shall be distributed to the concerned employee by obtaining his signature on the "ID Card Issue Register" for future reference.
8. New ID Cards may sometimes be required in case of district/ block transfers of employees. In such cases, a new ID Card would be issued by the DPM of the new joining district on depositing old card by the employee concerned. This old card shall be destroyed under DPMs supervision. Revised format for employees Permanent ID Card is being provided at (Annexe-II).

(Handwritten signature)

9. This may be done in house or a vendor may be selected adopting appropriate procurement process.
10. ID-Card holder (Plastic) and (Lanyard/Tag) printed with BRLPS will be provided by respective DPCUs.
11. Sample of Identity Card has been attached with the copy of this order sent to DPCUs.
12. Specification has been given in the table at (Annexure-III) to ensure maintenance of one standard.
13. Status report of ID Card, must be sent to PM-P&A (SPMU) by 5th of every month. Desk Top Publishing Operator of SPMU would support PM-P&A (SPMU). Formats for reporting are at Annexure - V & VI.

All concerned are directed to follow the process mentioned above and ensure preparation and distribution of Identity Card to concerned employee.

Encl : As above.

By the order of CEO

om
05.08.2014

(Director)

Copy to:

1. All DPMs/BPMs
2. All Thematic Managers
3. All Office Assistants
4. All Accounts
5. It Section

Annexe-1

Sl.	Employee ID Number	Full Name	Designation in full	Date of Joining	Father's/Husband's Name	Present Place of Posting with full Address	Permanent full Address	Emergency Contact Number	personal / CUG Contact No.	Official Email ID	Blood Group	Date of Birth	Photographs	Signature
	i	ii	iii	Iv	v	Vi	vii	viii	ix	x	xi	xii	Xiii	xiv

INSTRUCTIONS :-

- i. To be given by SPMU HR.
- ii. To be filled by Employee (in Capital letter).
- iii. Full Designation as per Offer Letter.
- Iv. DoJ will be as column (iii) offer letter.
- vi. Only for SPMU staff mentioned in local residential address in column (vi).
- viii. Two Emergency Contact Number, should include contact of Family /Relatives / Friends / Others.
- ix. Provide the official e-mail ID if not then personal.

Identity Card Register (Annexe -II)

S.N	Name of the Employee	Employee ID no.	Name of Position	Posting/Transfer Order no. and Date	Date of surrender of the old ID Card issued by previous unit.	Date of Issue New ID Card	Receipt by employee(signature)	Destroying date of Old ID Card	Remarks	Verification with signature by Mgr. HR

Annexe -III

Name of the Cards	Brief Description with specification	Suggested Rate* (including VAT)
Permanent ID Card	Size : 85mmX 55mm (Back to Back) Thickness : 1 mm Quality of Card : PVC Printing : Multicolour	25 to 35 Rs/- Per card (excluding holder and lanyard).



*It may vary as per procurement outcome.

Annexe - IV

Status of ID Card Preparation & Distribution

Name of DPCU	No. of Staff	ID Card Data Available	Data send to vendor	Prepared ID Card Submitted by the vendor	ID Card Distributed to concerned employee	Remaining in the stock	Remarks

Annexe - V

 <p>JEEVIKA (An Initiative of Govt. of Bihar for Poverty Alleviation) BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY STATE RURAL LIVELIHOODS MISSION, BIHAR Vidyut Bhawan - II, Bailey Road, Patna (Bihar), Pin - 800 021 Ph./Fax : +91-612-250 4993/ 50 . Website : www.brmp.in . E-mail : info@brmp.in</p> 	
ID Number : BRLPS/3/0000	
Name : NITIN KUMAR GUPTA	
Designation : Block Project Manager	
Date of Joining : 03.10.2013	
Issuing Date : 07.07.2014	
Signature of Card Holder	Issuing Authority

Place of Posting : BPIU - Bihta, At - Shivshakti, Nagar,
(DPCU/BPIU Address
& Contact No.) P.O. - Bihta, Patna - 801103,
Tel : 7781008816

Father's Name : Sri.Haribhan Datt Gupta

Permanent Address : At- Sakrawal West, Post- Tanda,
Distt.- Ambedkarnagar (U.P.)- 224190

Emergency Number: +91-9839236326

Blood Group : B+ve

Mobile Number : +91-7781008816

E-Mail : ngnitinkumargupta@gmail.com

Instructions

Please surrender on Transfer/Seperation. if found unclaimed, please return it to the office.