



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref : BRLPS/Estt/669/13/08-SPMU/2678

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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 staffs of SPMU for the period from April, 2012 to March, 2013 has been completed and accordingly performance grades have been awarded to all eligible staff.

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**.

Finance Section is 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.

For such staffs, who have been separated from BRLPS, Annual Performance Pay would be disbursed with their full and final settlement. Performance incentive/pay would not be paid to staff who have been terminated from services.

By the Order of CEO

(Arun Kumar Sah)

State Project Manager-HRD

Encl : Annexure-1

CC :

1. Director/OSD/AO/FO/CFO Incharge/SFM
2. All SPMs/SFMs/PMs
3. DPMs/FMs/Manager-HR
4. IT Section
5. Concerned Files

Annexure-1

Performance Appraisal Grades of SPMU Staffs for the Year 2012-13							
S.N O	Name	Staff Id	Designation	DOJ BRLPS (DD-MM- YYYY)	Final Score	Final Grade	Performance Payout Period
1	Braj Kishore Pathak	120001	On Special Duty	12/08/09	94	A	Performance Payout from 01-April-2012 to 31-March-2013.
2	Prashant Krishna	120009	SPM-IB & CB	21/07/11	89	B	Performance Payout from 01-April-2012 to 31-March-2013.
3	Mukesh Chandra Sharan	120003	SPM-MF	04/07/06	94	A	Performance Payout from 01-April-2012 to 31-March-2013.
4	Archana Tiwary	120004	SPM-SD	07/11/06	89	B	Performance Payout from 01-April-2012 to 31-March-2013.
5	Debaraj Behera	120002	SPM-Livelihoods	04/06/06	93	A	Performance Payout from 01-April-2012 to 31-March-2013.
6	Vikas Kunj	120005	SPM-Non Farm	28/07/11	87	B	Performance Payout from 01-April-2012 to 31-March-2013.
7	Ajit Ranjan	120008	SPM-M & E	22/07/11	89	B	Performance Payout from 01-April-2012 to 31-March-2013.
8	Arun Kumar Sah	120007	SPM-HRD	21/07/11	92	A	Performance Payout from 01-April-2012 to 31-March-2013.
9	Pradeepta Tripathy	NA	SPM-Communication	14/09/09	94	A	Performance Payout from 01-April-2012 to 27-Dec-2012.
10	Jitendra Kumar	120006	SPM-Jobs	26/07/11	91	A	Performance Payout from 01-April-2012 to 31-March-2013.
11	Manoj Kumar	120015	PM-Livelihoods	28/07/11	85	B	Performance Payout from 01-April-2012 to 31-March-2013.
12	Anubhav Dubraj	120049	PM-M & I	02/03/12	86	B	Performance Payout from 02-March-2012 to 31-March-2013.
13	Vishwa Vijay	120012	PM-HR	15/11/06	93	A	Performance Payout from 01-April-2012 to 31-March-2013.


