



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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

Ref : BRLPS/Estt/669/13/2679

Date: 17-10-2014

### 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, 2011 to March, 2012 has been completed and accordingly performance grades have been awarded to all eligible staff. However Performance appraisal of some staff for the year 2011-12, could not be done earlier for some reason or the other, has now been completed.

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, Manager-HR/FM/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 with full and final settlement. Performance incentive/pay would not be paid to staff who have been terminated from services.

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

Encl. : Annexure-1

By the Order of CEO

(Arun Kumar Sah)

State Project Manager-HRD

CC :

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

## Performance Appraisal for the Year 2011-12 for pending staffs of BPIU/DPCU

S.NO	Name	Reg No	Designation	(DD-MM-YYYY)	Block	District	Final Score	Final Grade	Performance Payout Period
1	Deepa Gupta	NIRD-Campus	Manager-SD	01/09/09	Khagaria	Khagaria	78	C	Performance Payout from 01-April-2011 to 31-March-2012.
2	Ajay Kumar	5140014	Finance Manager	15/07/10	Khagaria	Khagaria	88	B	Performance Payout from 01-April-2011 to 31-March-2012.
3	Amarjeet Kumar Gupta	5550036	Accountant	27/05/10	Jaynagar	Madhubani	91	A	Performance Payout from 01-April-2011 to 31-March-2012.
4	Rajesh Kumar Sinha	4400002857	CC	16/08/10	Meenapur	Muzaffarpur	77	C	Performance Payout from 01-April-2011 to 31-March-2012.
5	Sujit Kumar	4400004167	CC	04/11/09	Meenapur	Muzaffarpur	76	C	Performance Payout from 01-April-2011 to 31-March-2012.
6	Vinod Kumar	4400004580	CC	17/08/10	Meenapur	Muzaffarpur	74	C	Performance Payout from 01-April-2011 to 31-March-2012.
7	Gopal Kumar	16643	CC	06/03/08	Meenapur	Muzaffarpur	77	C	Performance Payout from 01-April-2011 to 31-March-2012.
8	Sidheshwar Saw	485	CC	14/10/08	Meenapur	Muzaffarpur	77	C	Performance Payout from 01-April-2011 to 31-March-2012.
9	Satish Kumar Bariar	3783	CC	06/03/08	Meenapur	Muzaffarpur	77	C	Performance Payout from 01-April-2011 to 31-March-2012.
10	Kamlesh Paswan	4400001370	CC	04/11/09	Meenapur	Muzaffarpur	77	C	Performance Payout from 01-April-2011 to 31-March-2012.
11	Gautam Kumar	3300000452	CC	05/11/09	Meenapur	Muzaffarpur	79	C	Performance Payout from 01-April-2011 to 31-March-2012.
12	Mukesh Prasad	3300000826	CC	04/02/10	Meenapur	Muzaffarpur	77	C	Performance Payout from 01-April-2011 to 31-March-2012.
13	Shambhu Kumar	18957	AC	11/03/08	Meenapur	Muzaffarpur	84	B	Performance Payout from 01-April-2011 to 31-March-2012.
14	Shahid Anjum	6660148	Office Assistant	27/05/10	Saraiya	Muzaffarpur	90	B	Performance Payout from 01-April-2011 to 31-March-2012.
15	Santosh Kumar	15140122	Training Officer	08/11/11	Nalanda	Nalanda	94	A	Performance Payout from 08-Nov-2011 to 31-March-2012.
16	Amrendra Kumar Ranjan	1712	Training Officer	01/08/09	Nalanda	Nalanda	94	A	Performance Payout from 01-April-2011 to 31-March-2012.
17	Rashmi Ranjan	428140025	Training Officer	01/09/09	Nalanda	Nalanda	94	A	Performance Payout from 01-April-2011 to 31-March-2012.
18	Akhilesh Kumar	5550003	Accountant	08/08/11	Chhatapur	Supaul	84	B	Performance Payout from 11-Aug-2011 to 31-March-2012.