



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- 958

Date: 12-06-2014

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 staffs of SPMU for the period from April, 2011 to March, 2012 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 has been terminated from services.

(Handwritten signature and date: 12/6/2014)

(Arvind Kumar Chaudhary)
Chief Executive Officer

Encl : Annexure-1

CC :

1. OSD/Director/CFO/FO/PS/AO
2. All SPMs/SFMs/PMs
3. Accounts-SPMU
4. Project Associates/OA-SPMU
5. Concerned Files

Annexure-1

Performance Appraisal Grades of SPMU Staffs for the Year 2011-12

S.NO	Name	Staff Id	Designation	DOJ BRLPS (DD-MM-YYYY)	Final Score	Final Grade	Performance Payout Period
1	Ranjit Kumar	120011	Finance Officer	14-10-08	92	A	Performance Payout from 01-April-2011 to 31-March-2012
2	Dr. Santosh	120010	Procurement Specialist	01-11-08	92	A	Performance Payout from 01-April-2011 to 31-March-2012
3	Apolunarius Purty	120013	PM-SD	11-11-06	89	B	Performance Payout from 01-April-2011 to 31-March-2012
4	Vikash Mishra	NA	Procurement Officer	27-11-07	93	A	Performance Payout from 01-April-2011 to 31-March-2012
5	Kumari Sikha Shree	120935	Project Associate (NF)	08-11-11	93	A	Performance Payout from 08-11-2011 to 31-March-2012
6	Manoj Kumar Nirala	120024	Office Assistant	10-02-09	93	A	Performance Payout from 01-April-2011 to 31-March-2012
7	Jitendra Kumar	120033	Accountant	11-08-08	91	A	Performance Payout from 01-April-2011 to 31-March-2012
8	Bhawana	120021	Office Assistant	28-06-07	91	A	Performance Payout from 01-April-2011 to 31-March-2012
9	Prabhat Ranjan Das	120031	Accountant	01-09-06	93	A	Performance Payout from 01-April-2011 to 31-March-2012
10	Sudhama Prasad	120032	Accountant	15-12-08	88	B	Performance Payout from 01-April-2011 to 31-March-2012
11	Aftab Alam Ansari	NA	Accountant	14-12-07	86	B	Performance Payout from 01-April-2011 to 31-March-2012
12	Bipin Lal Karn	120050	PA cum Steno	12-04-10	95	A	Performance Payout from 01-April-2011 to 31-March-2012
13	Ram Binod Lal	120022	Office Assistant	14-09-06	95	A	Performance Payout from 01-April-2011 to 31-March-2012
14	Devendra Prasad Yadav	120052	PA cum Steno	12-04-10	93	A	Performance Payout from 01-April-2011 to 31-March-2012
15	Ritesh Kumar	120038	Project Associate (HRD)	28-07-10	93	A	Performance Payout from 01-April-2011 to 31-March-2012
16	Some Nath	120041	Project Associate (Jobs)	08-11-11	93	A	Performance Payout from 08-11-2011 to 31-March-2012
17	Santosh Raman	120045	System Analyst	20-10-08	91	A	Performance Payout from 01-April-2011 to 31-March-2012
18	Jawed Naim	120029	Office Assistant	12-02-09	93	A	Performance Payout from 01-April-2011 to 31-March-2012
19	MD Hasnain Yunus	120046	System Analyst	02-09-09	93	A	Performance Payout from 01-April-2011 to 31-March-2012
20	Shailja Dumdung	120040	Project Associate (LH)	12-04-10	91	A	Performance Payout from 01-April-2011 to 31-March-2012
21	Robie Minj	120039	Project Associate (Comm)	12-04-10	92	A	Performance Payout from 01-April-2011 to 31-March-2012
22	Chandan Kumar	120044	Data Administration	04-12-07	91	A	Performance Payout from 01-April-2011 to 31-March-2012
23	Uttam Kumar Das	120023	Office Assistant	29-03-07	93	A	Performance Payout from 01-April-2011 to 31-March-2012
24	Priya Priydarshi	120051	DTP Operator	12-08-09	95	A	Performance Payout from 01-April-2011 to 31-March-2012

25	Suraj Kumar	120042	Project Associate	15-08-09	92	A	Performance Payout from 01-April-2011 to 31-March-2012
26	Jiban Jha	120019	Project Manager-MI	18-08-09	91	A	Performance Payout from 01-April-2011 to 31-March-2012
27	Pushpendra Singh Tiwari	120020	Project Manager-MF	21-08-09	92	A	Performance Payout from 01-April-2011 to 31-March-2012

