



# 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/669/13/01 SPMU/959

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, 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.

  
12/6/2014

(Arvind Kumar Chaudhary)  
Chief Executive Officer

Encl : Annexure-1

CC :

1. OSD/Director/CFO/FO/PS
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 2012-13							
S.NO	Name	Reg No	Designation	DOJ BRLPS (DD-MM-YYYY)	Final Score	Final Grade	Performance Payout Period
1	Ranjit Kumar	120011	Finance Officer	14-10-08	93	A	Performance Payout from 01-April-2012 to 31-March-2013
2	Dr. Santosh	120010	Procurement Specialist	1/11/2008	93	A	Performance Payout from 01-April-2012 to 31-March-2013
3	Apolunarius Purty	120013	PM-SD	11/11/2006	90	B	Performance Payout from 01-April-2012 to 31-March-2013
4	Kumari Sikha Shree	120935	Project Associate (NF)	8/11/2011	90	B	Performance Payout from 01-April-2012 to 31-March-2013
5	Manoj Kumar Nirala	120024	Office Assistant	10/2/2009	93	A	Performance Payout from 01-April-2012 to 31-March-2013
6	Jitendra Kumar	120033	Accountant	11/8/2008	93	A	Performance Payout from 01-April-2012 to 31-March-2013
7	Bhawana	120021	Office Assistant	28-06-07	92	A	Performance Payout from 01-April-2012 to 31-March-2013
8	Prabhat Ranjan Das	120031	Accountant	1/9/2006	93	A	Performance Payout from 01-April-2012 to 31-March-2013
9	Sudhama Prasad	120032	Accountant	15-12-08	87	B	Performance Payout from 01-April-2012 to 31-March-2013
10	Bipin Lal Karn	120050	PA cum Steno	12/4/2010	93	A	Performance Payout from 01-April-2012 to 31-March-2013
11	Ram Binod Lal	120022	Office Assistant	14-09-06	93	A	Performance Payout from 01-April-2012 to 31-March-2013
12	Devendra Prasad Yadav	120052	PA cum Steno	12/4/2010	93	A	Performance Payout from 01-April-2012 to 31-March-2013
13	Ritesh Kumar	120038	Project Associate (HRD)	28-07-10	93	A	Performance Payout from 01-April-2012 to 31-March-2013
14	Some Nath	120041	Project Associate (Jobs)	8/11/2011	92	A	Performance Payout from 01-April-2012 to 31-March-2013
15	Santosh Raman	120045	System Analyst	20-10-08	87	B	Performance Payout from 01-April-2012 to 31-March-2013
16	Jawed Naim	120029	Office Assistant	12/2/2009	93	A	Performance Payout from 01-April-2012 to 31-March-2013
17	MD Hasnain Yunus	120046	System Analyst	2/9/2009	87	B	Performance Payout from 01-April-2012 to 31-March-2013

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18	Shailja Dumdung	120040	Project Associate (LH)	12/4/2010	91	A	Performance Payout from 01-April-2012 to 31-March-2013
19	Robie Minj	120039	Project Associate (Comm)	12/4/2010	85	B	Performance Payout from 01-April-2012 to 31-March-2013
20	Chandan Kumar	120044	Data Administration	4/12/2007	87	B	Performance Payout from 01-April-2012 to 31-March-2013
21	Uttam Kumar Das	120023	Office Assistant	29-03-07	93	A	Performance Payout from 01-April-2012 to 31-March-2013
22	Priya Priydarshi	120051	DTP Operator	12/8/2009	93	A	Performance Payout from 01-April-2012 to 31-March-2013
23	Suraj Kumar	120042	Project Associate	28-07-10	92	A	Performance Payout from 01-April-2012 to 31-March-2013
24	Jiban Jha	120019	Project Manager-MI	1/10/2009	92	A	Performance Payout from 01-April-2012 to 31-March-2013
25	Pushpendra Singh Tiwari	120020	Project Manager-MF	22-09-09	92	A	Performance Payout from 01-April-2012 to 31-March-2013
26	Anil Kumar Singh	120028	Project Associate (M & E)	8/10/2012	91	A	Performance Payout from 08-Oct-2012 to 31-March-2013
27	Md.Raheel Zaman Siddiqui	120047	Data Administration	12/6/2012	84	B	Performance Payout from 12-June-2012 to 31-March-2013
28	Aditya Narayan Saha	120017	PM-M & E	1/3/2012	83	B	Performance Payout from 01-March-2012 to 31-March-2013
29	Nidhi Singh	120016	PM-R & D	22-02-12	88	B	Performance Payout from 22-Feb-2012 to 31-March-2013
30	Amrita Singh	120043	PA-IB & CB	19-08-10	91	A	Performance Payout from 01-April-2011 to 31-March-2012.
31	Amrita Singh	120043	PA-IB & CB	19-08-10	91	A	Performance Payout from 01-April-2012 to 31-March-2013
32	Manoj Kumar	120014	PM-CB	17-03-12	91	A	Performance Payout from 17-March-2012 to 31-March-2013
33	Ritesh Kumar	120018	PM-IB	30-04-10	92	A	Performance Payout from 01-April-2011 to 31-March-2012.
34	Ritesh Kumar	120018	PM-IB	30-04-10	92	A	Performance Payout from 01-April-2012 to 31-March-2013
35	Dineshwar Lal Divyanshu	120036	Store-Keeper	23-12-10	93	A	Performance Payout from 23-Dec-2010 to 31-March-2012.




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36	Dineshwar Lal Divyanshu	120036	Store-Keeper	23-12-10	93	A	Performance Payout from 01-April-2012 to 31-March-2013
37	Anil Kumar	120027	Accountant	8/10/2012	83	B	Performance Payout from 08-Oct-2012 to 31-March-2013
38	Ravi Shankar Choudhary	121045	Accountant	31-05-12	83	B	Performance Payout from 31-May-2012 to 31-March-2013
39	Brijnandan Kumar	120026	Office Assistant	27-05-10	93	A	Performance Payout from 31-May-2012 to 31-March-2013
40	Md.Shahid Anjum	120025	Office Assistant	27-05-10	93	A	Performance Payout from 08-Oct-2012 to 31-March-2013
41	Gyanendra Kumar	120035	Office Assistant	7/9/2009	93	A	Performance Payout from 08-Oct-2012 to 31-March-2013


