



# 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. No. : BRLPS/Estt-HR/1106/15/1314

Date: 10/8/2015

**From**

**Dr. N. Vijaya Lakshmi, IAS,**  
Chief Executive Officer-cum-State Mission Director.

**To**

**All the District Project Manager,  
Jeevika.**

**Sub :** **Performance Appraisal for the Financial Year 2013-14 and  
2014-15.**

Sir,

A set of three formats has been sent to all concerned specially to the DPMs and BPMs to carry out performance appraisal for the financial year 2013-14 and 2014-15 simultaneously.

They will go through the formats and instructions carefully and seek clarification from their supervisor or from the SPMU / DPCU if you need one. Briefing meetings are being organized by the SPMU where your queries would be met and explained.

All employees have to fill these forms. One set of forms separately for each position they held during the period, has to be filled in very carefully and honestly and have to be presented to their supervisor for further input. The time line is given hereunder :-

Sl. No.	List of Activities	Timelines
1	Communication to all the employees regarding rolling out of Performance Appraisal	06.08.2015
2	Sharing of the job Roles and Purpose with the Thematic Heads	10.08.2015
3	Orientation of all the HR Managers/Incharge HR Managers at SPMU on the entire Appraisal process	12.08.2015
4	Orientation of BPM's and Thematic Managers on PA Process by HR Managers at District Level	17.08.2015
5	Video Conference with all the DPMs and HR Managers to troubleshoot any queries or doubts	19&20.08.2015
6	Performance Appraisal Forms to be filled by the staffs	19 <sup>th</sup> to 22.08.2015
7	Review and Assessment to be done and completed by the Supervisors and Mentors of the respective districts	23 <sup>rd</sup> to 27.08.2015
8	All the Harm copies to be collected and appraisal forms to be submitted at SPMU by HR Managers after evaluation	31.08.2015
9	Data entry of all the Assessment Forms to be done and complied.	10.09.2015
10	Entire assessment to be done and office orders to be released	15.09.2015

One of the most important aspects of the PA exercise is to adhere to the time line prescribed for it. Please note that non adherence to the time line would disqualify the defaulting employees for PA.

We are confident that all will participate in this exercise without hampering their normal duties and responsibilities.

Best wishes.

Yours faithfully,

  
(Dr. N. Vijaya Lakshmi)

**Copy to :**

1. All Thematic Managers
2. All BPMs
3. IT Section
4. Concerned file.