



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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### Office Order

HR Manual has a provision of Leave Without Pay (LWP) to be granted to employees. It has been observed over the years, that this provision of LWP, in a number of cases, is being stretched in a way that it is adversely affecting the interest of the Society.

In view of the limited period of project life and the period for which employees are recruited, granting LWP for a long period to employees is not in the interest of the Society.

Considering all such facts, it is decided that the 'Leave Without Pay' be granted in the following manner :-

1. LWP would be sanctioned for a maximum period of 30 days at a time. No prior approval beyond this period shall be granted.
2. An extension of 30 days may be approved by the CEO on medical ground or any other emergency provided written intimation is given to the Reporting Officer.
3. If the period of LWP further exceeds up to 15 days, that may be approved but in such case the date of annual increment of salary would shift ahead by the total number of days the employee continuously remain on LWP.
4. To avert the shifting of the date of increment one would have to be on duty for at least 3 months between two stretches of LWPs  
Otherwise number of days spent on LWPs in different stretches would be summoned up to ascertain if an employee has remained on LWP for more than 60 days.
5. Remaining on LWP any further would debar the employee from getting performance incentive for the year.
6. Any extension in LWP beyond 90 days will not be granted and the concerned employee shall be terminated without prior notice.

By the order of CEO

**(Arun Kumar Sah)**

State Project Manager- HR

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