



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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Date: 28-04-2015

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 Saharsa District 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 staff 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. For the purpose, the 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 from the place, where they worked last. 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.


(Dr. N. Vijaya Lakshmi)
Chief Executive Officer

Encl.: Annexure-1 as mentioned.

CC:

1. Director/OSD/AO/CFO/FO/PS/PO
2. All PCs/SPMs/SFMs/PMs/AFMs
3. All DPMs/FMs/Managers-HR/BPMs
4. IT Section
5. Concerned Files.

Performance Pay for Saharsa staffs for the Year 2012-13

S.NO	Name	Reg No/Staff Id	Designation	RLPS(DD-MM-YY)	District	Block	Final Score	Final Grade	Performance Payout Period
1	Rajendra Krishna Nikhil	120981	DPM	19/08/2010	Saharsa	DPCU	85	B	Performance Payout from 01-04-2012 to 31-03-2013
2	Bikrant Shankar Singh	120521	Training Officer	22/02/2008	Saharsa	DPCU	91	A	Performance Payout from 01-04-2012 to 31-03-2013
3	Rajesh Kumar	120987	Training Officer	28/03/2012	Saharsa	DPCU	91	A	Performance Payout from 28-03-2012 to 31-03-2013
4	Sudhir Kumar	120986	Training Officer	07/03/2012	Saharsa	DPCU	91	A	Performance Payout from 07-03-2012 to 31-03-2013
5	Ajeet Kumar	120989	Office Assistant	08/08/2011	Saharsa	DPCU	93	A	Performance Payout from 01-04-2012 to 31-03-2013
6	Kumar Praveen	121014	Office Assistant	17/10/2011	Saharsa	DPCU	93	A	Performance Payout from 01-04-2012 to 31-03-2013
7	Anil Kumar Yadav	120983	Manager Livelihoods	01/09/2009	Saharsa	DPCU	87	B	Performance Payout from 01-04-2012 to 31-03-2013
8	Binay Shankar	120985	Manager M & E	28/03/2012	Saharsa	DPCU	90	B	Performance Payout from 28-03-2012 to 31-03-2013
9	Rajeev Kumar	120982	Finance Manager	08/11/2012	Saharsa	DPCU	90	B	Performance Payout from 08-11-2012 to 31-03-2013
10	Ashutosh Kumar Singh	120984	Manager-Microfinance	19/08/2010	Saharsa	DPCU	87	B	Performance Payout from 01-04-2012 to 31-03-2013
11	Bindhya Kumar Jha	120988	Accountant	08/08/2011	Saharsa	DPCU	88	B	Performance Payout from 01-04-2012 to 31-03-2013
12	Anuradha Chandra	121013	BPM	08/11/2011	Saharsa	Saurbazar	86	B	Performance Payout from 01-04-2012 to 31-03-2013
13	Navin Kumar Dwivedi	121015	AC	18/08/2010	Saharsa	Saurbazar	88	B	Performance Payout from 01-04-2012 to 31-03-2013
14	Nandlal Singh	121016	AC	10/12/2011	Saharsa	Saurbazar	88	B	Performance Payout from 01-04-2012 to 31-03-2013
15	Niranjana Kumar	121022	CC	07/12/2011	Saharsa	Saurbazar	90	B	Performance Payout from 01-04-2012 to 31-03-2013
16	Sitaram Kumar	121021	CC	09/12/2011	Saharsa	Saurbazar	88	B	Performance Payout from 01-04-2012 to 31-03-2013
17	Dilip Kumar Yadav	121678	CC	07/12/2011	Saharsa	Saurbazar	89	B	Performance Payout from 01-04-2012 to 31-03-2013
18	Taruna Kumari	121026	CC	28/05/2012	Saharsa	Saurbazar	86	B	Performance Payout from 28-05-2012 to 31-03-2013
19	Rajesh Kumar Keshri	121024	CC	23/05/2012	Saharsa	Saurbazar	89	B	Performance Payout from 23-05-2012 to 31-03-2013
20	Sandeep Prakash	121025	CC	27/03/2012	Saharsa	Saurbazar	90	B	Performance Payout from 27-03-2012 to 31-03-2013
21	Krishna Kant Kishor	121020	CC	17/08/2010	Saharsa	Saurbazar	89	B	Performance Payout from 01-04-2012 to 31-03-2013
22	Manoj Kumar	121029	CC	29/05/2012	Saharsa	Saurbazar	89	B	Performance Payout from 29-05-2012 to 31-03-2013
23	Brajesh Kumar	123020	CC	29/05/2012	Saharsa	Saurbazar	90	B	Performance Payout from 29-05-2012 to 31-03-2013
24	Ashok Kumar	121001	AC	10/12/2011	Saharsa	Sonbarsa Raj	90	B	Performance Payout from 01-04-2012 to 31-03-2013
25	Sant Kumar	121000	AC	20/10/2009	Saharsa	Sonbarsa Raj	90	B	Performance Payout from 01-04-2012 to 31-03-2013
26	Rajeev Ranjan	121005	CC	07/12/2011	Saharsa	Sonbarsa Raj	84	B	Performance Payout from 01-04-2012 to 31-03-2013
27	Sayendra Kumar	121004	CC	04/11/2009	Saharsa	Sonbarsa Raj	90	B	Performance Payout from 01-04-2012 to 31-03-2013
28	Manoj Kumar	121003	CC	07/11/2009	Saharsa	Sonbarsa Raj	90	B	Performance Payout from 01-04-2012 to 31-03-2013

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Performance Pay for Saharsa staffs for the Year 2012-13

S.NO	Name	Reg No/Staff Id	Designation	RLPS(DD-MM-Y)	District	Block	Final Score	Final Grade	Performance Payout Period
29	Arun Kumar Sah	121008	CC	10/12/2011	Saharsa	Sonbarsa Raj	81	B	Performance Payout from 01-04-2012 to 31-03-2013
30	Dharmendra Kumar	121011	CC	29/05/2012	Saharsa	Sonbarsa Raj	76	C	Performance Payout from 29-05-2012 to 31-03-2013
31	Bijay Kumar	121006	CC	10/12/2011	Saharsa	Sonbarsa Raj	82	B	Performance Payout from 01-04-2012 to 31-03-2013
32	Chandan Kumar	121007	CC	07/12/2011	Saharsa	Sonbarsa Raj	82	B	Performance Payout from 01-04-2012 to 31-03-2013
33	Birendra Kumar Chouhan	121010	CC	29/05/2012	Saharsa	Sonbarsa Raj	87	B	Performance Payout from 29-05-2012 to 31-03-2013
34	Sanjeev Kumar	120990	BPM	08/08/2011	Saharsa	Pattarghat	89	B	Performance Payout from 01-04-2012 to 31-03-2013
35	Manoj Kumar	120997	CC	22/05/2012	Saharsa	Pattarghat	93	A	Performance Payout from 22-05-2012 to 31-03-2013
36	Praveen Kumar	120991	AC	10/12/2011	Saharsa	Pattarghat	91	A	Performance Payout from 01-04-2012 to 31-03-2013
36	Sanjiv Kumar	15280086	BPM	08/11/2011	Saharsa	Pattarghat	91	A	Performance Payout from 01-04-2012 to 31-03-2013

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