



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



बिहार सरकार

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Ref. No.:- BRLPS/Estt./803/14/2714

Date: 17.12.15

### Office Order

### Work Distribution of Office Assistants/ Project Associate – HRD

In order to streamline the HR work-flow at SPMU and DPCU level, work distribution among "Office Assistants and project Associates" is affected as under:

Sheetal (OA)	Swati (OA)	Gyanendra (OA)	Anil Ji (OA)	Ashutosh (OA)	Bhawana (OA)	Pramod (PA)	Prem (PA)
Sheetal oa@brlp.in	swati oa@brlp.in	Gyanendra oa@brlp.in	Anil oa@brlp.in	ashutosh oa@brlp.in	bhawana oa@brlp.in	Pramod@brlp.in	Prem pa@brlp.in
7070890648	7070890647	9771474298	9771478637	7544004860	9771478352	7781009243	9771474297
<b>1. Entitlements process -</b> CEA/Motorbike/ Self learning/Laptop	<b>1. Payroll Administratio n-</b> Absentee/Leave process	<b>1. Separation Management-</b> Process of Resignation /NOC/Experience & Relieving letter	<b>1. Transfer request -</b> Compilation of Transfer request	<b>1. Salary Administrati on</b> Fixation/Fit ment & its Grievance	<b>1. Disciplinary Control system-</b> Process of Disciplinary case of all 38 districts.	<b>1. RTI &amp; TA/DA-</b> Process of RTI cases and TA/DA	<b>1. Employee Benefits-</b> Mediclaime and Employee Provident Fund
2. Processing of "BPM in charge" proposal	2. File Management (ownership)	2. File Management (support)	2. Compilation of LPC Data	2. Compilation of Manpower and QPR	2. Process of absconding cases of all districts	2. Processing of TA/DA	2. Performance appraisal
Entitlement Report	Leave pending Status Report	Resignation Report	LPC Report	Manpower Report (7-10th of the month & QPR Report	Disciplinary Report/Tracker updation & Absconding Report	Status of RTI cases of RTI & TA/DA	Status of Mediclaime and Employee Provident Fund
<b>Districts have been divided among these 5 SPOC(Single point of Contact) for LPC</b>							
8	8	8	6	8			
Nawada	Aurangabad	West Champaran	Gaya	East Champaran			
Madhepura	Banka	Araria	Khagaria	Jamui			
Saharsa	Kishanganj	Begusarai	Madhubani	Katihar			
Samastipur	Patna	Kaimur	Purnia	Bhagalpur			
Sitamarhi	Darbhanga	Bhojpur	Muzaffarpur	Rohtas			
Supaul	Gopalganj	Buxar	Nalanda	Munger			
Saran	siwan	Lakhisarai		Arwal			
Sheohar	Vaishali	Sheikhpura		Jehanabad			
Asha (PM-P&A)					Ritesh (PM-HRD)		Anumeha (PM-SL&PM)

All HR- Managers/ In-charge are, hereby, advised to coordinate with their respective SPOC on regular basis so that assigned task should be completed on Time.

This order will come in force with immediate effect.

Copy to

1. Director/OSD/CFO/SPM-HRD/PM-HRD/PM-P&A/ PM-SL & PM
2. DPMs/ Manager –HR/ In-charge/ FMs
3. All OAs/ PAs of SPMU
4. IT Section
5. Concerned File

Anand Shankar  
17/12/15  
(SPM-HRD)