



JEEV iKA

An Initiative of Government of Bihar for Poverty Alleviation

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



1st Floor, Vidyut Bhawan - II, Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250 4960, Website : www.brlp.in

Ref no: BRLPS/ADMIN/04/06/ 0215

Date: 20.04.2016

Office Order

In order to ensure proper coordination between SPMU and field offices, SPMU will now be open from Monday to Saturday every week. Office timing will now be from 10:00 AM to 5:00 PM instead of current office timing from 09:30 AM to 6:00 PM. Sunday will be the weekly off.

As per Office Order No. BRLPS/Estt/221/08/4196, dated 16-02-2015, 15 Minutes grace period is allowed for punching in Biometric attendance system whereas no grace period is allowed for out punching. As per the provision of HRD Manual, lunch timing will be 1:15 to 1:45 PM. First half will be 10:00 AM to 1:30 PM and Second half will be 1:30 PM to 5:00 PM.

Aforementioned change in working system is applicable w.e.f. 21.04.2016.

By the order of CEO

Anand Shankar
20/04/16

(Anand Shankar)

State Project Manager – HRD

Copy to:

1. Director/OSD/AO/ CFO/ PS/ PO
2. All PCs /SPMs/PMs/SFMs/AFMs
3. All DPMs / DPM Incharge
4. All BPMs / BPM Incharge
5. All HR Managers / HR Incharge
6. All FMs / FM Incharge
7. All SPMU staff
8. Concerned files