



# 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/803/14/ 1984

Date: 30.07.16

### Office Order

BRLPS came into existence in 2006 and now it has expanded to all 534 blocks and 38 districts of the State with a Manpower of more than 6000 employees.

A majority of these staff are sincere and devoted to their work and responsibility. we are not only the employees of BRLPS, also known as JEEViKA, but also function as catalyst in enhancing livelihoods and other poverty alleviation activities undertaken by the SHG members. To discharge our responsibilities we are expected to stay within the jurisdiction of our respective headquarters.

Keeping this in view, it is reiterated that all JEEViKA employees must stay in the jurisdiction of their respective headquarters and should not leave it without the permission of competent authority, even on Saturdays, Sundays and other Holidays. If any staff is found violating this instructions he has to be marked as on unauthorized absence and appropriate action may be initiated against him. Offer letters that are issued to all employees mention clearly "*Apart from work in office, the employee can be called upon to perform field duties as and when required by the Society.*"

The DPMs are directed to obtain residential addresses of all the BPMs, Thematic Managers, CCs, ACs, LHSs, and TOs etc. who are posted within the DPCU jurisdiction and verify from time to time if they are actually present in the area.

**However this must be borne in mind that such physical verification shall not be carried out in odd hours i.e. between 19:00hrs. to 06:00 hrs, in case of female staff.**

The BPMs should also obtain addresses of employees working in the block and send a copy of the same to the DPM. They will also verify and ensure that all the staff of BPIU, including the BPM himself, remain in the headquarters, even beyond the office hours.

2. Employees have been provided CUG SIM Cards to remain connected all the time with their reporting officer and other senior officers and also with other employees of the Society to facilitate continuous monitoring and coordinating implementation of programme of the Society. Employees get allowances for purchasing /keeping

handsets and are given communication allowance for this. Thus all of us are obliged to keep our Mobile phones switched on and operational even on Saturday, Sunday and Holidays.

Anyone violating these instructions would attract Disciplinary Action against him.

This instruction should be followed strictly in words and spirit.

  
**(Balamurugan D.)**  
Chief Executive Officer

**Copy to:**

1. All DPMs/BPMs/Thematic Managers
2. Director/OSD/AO/CFO/SFMs/PS
3. PCs/SPMs/PMs/PO
4. IT Section
5. Concerned file.