



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



1<sup>st</sup> Floor, Vidyut Bhawan-II Bailey Road, Patna - 800 021; Ph.: +91-612-250 4980; Fax : +91-612-250 4960, e-mail : info@brlp.in, Website : www.brlp.in

**Ref. No. : BRLPS/ESH/803/14/2899**

**Date: 01.10.2016**

## Office Order

Para - 7.2.4.8 of BRLPS HRD Manual provides that BRLPS employees can be deputed at a place for 15 days at full Daily Allowance as per their respective entitlements. Thereafter for additional 28 days s/he will get 50% of the full Daily Allowance. Any deputation for a further period would have to be approved / allowed by the CEO but this cannot exceed additional 60 days. In this additional period of 60 days also only 50% of the admissible full DA would be allowed.

Para - 7.2.4.13 provides that if an employee is undergoing training for up to 28 days, the place of training would be treated as his/her temporary headquarters, meaning thereby that after 28 days s/he will not get any Daily Allowance.

After due consideration and keeping in view the Spirit of the above mentioned two paras, it has been decided that :

- An employee may be deputed at a place other than the place of his/her posting/headquarters for a maximum period of 15 days at full Daily Allowance.
- If deputation continues beyond 15 days then for a further period of 13 days, only 50% DA would be admissible.
- If the deputation period prolongs beyond 15+13 = 28 days, then from 29<sup>th</sup> day onwards the place of deputation shall be treated to have become temporary headquarters of the deputed employee and no TA/DA would be admissible to her/him.
- HRA would be admissible to such employee at the rate of his/her entitlement and admissibility for the place of temporary headquarters.
- Notwithstanding the above provision, accommodation charges as per actuals within the respective entitlements will be reimbursed when daily allowance is not claimed.
- All deputations would have to be approved by the CEO.

Provisions of Para 7.2.4.13 of the HRD Manual shall remain unchanged.

Any pending claim would be settled in the light of this Office Order.

By the order of CEO

  
**(Kumar Anshumaly)**

Director

CC:

- OSD/AO/CFO/PS/PO
- All PCs/SPMs/PMs/SFMs/AFMs
- All DPMs/FMs/Managers-HR/BPMs
- IT Section
- Concerned File