



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

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

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Date: *02-03-2016*

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 **NRLP Districts** which were made operational in the Year 2012 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 employees within 7 days of receipt of the order. The DPMs would be the nodal person for ensuring payment of Annual Performance Pay in respective DPCU and all concerned BPIUs. For SPMU staffs SPM-HR will be nodal person.

Some of the employees have worked in more than one position and at more than one station. Performance Pay would be given for the positions and periods they held. However, payment would be made from present place of posting. For the purpose, the Office Assistant / Manager-HR will obtain salary statement of concerned staff from his/her earlier places of posting and accordingly Finance section will calculate the payable final Annual Performance Pay.

For those staff, who have been separated from BRLPS during the period under consideration, Annual Performance Pay would be disbursed from the place they worked last. Performance pay would not be paid to employees who have been terminated from the services of BRLPS.

Any employee who has resigned from one position and has joined the BRLPS at a different position and has been posted to some other district and his final settlement has already been closed from the previous district, his performance amount will be paid from the district where he last worked before resigning. After payout of the amount an acknowledgement needs to be sent to SPMU

by the DPCU so that the same can be kept in the employee's personal file. If it's a recovery case then an intimation for adjusting the Performance Appraisal amount with the recovery amount needs to be sent to state, after due adjustment, approval/order will be sent from state to transfer the remaining amount if any to employee's account.

In case of inter district transfer on the same position, the performance pay will be paid from the current district after receiving the calculation for payable amount from the previous district.

DPMs are directed to submit the statement of final payment of Annual Performance Pay to SPMU within 03 days after the disbursement of the payment.


(Arvind Kumar Chaudhary)
Chief Executive Officer

Encl.: As above.

Copy to:

1. Director/OSD/CFO/SFM/PS
2. All PCs/SPMs/PMs/AFM/PO
3. All DPMs/Finance Manager/Manager-HR/BPMs
4. It Section
5. Concerned file.

Annexure-1

S.NO	Name	Staff Id	Designation	DOJ BRLPS(D)	District	Block	Final Score	Final Grade	Performance Payout
1	Bikrant Kumar	120521	TO	22-Feb-08	Bhagalpur	DPCU	90	B	Performance Payout from 15-Oct-2012 to 31-March-2013
2	Nitesh Kumar	120520	FM	08-Oct-12	Bhagalpur	DPCU	91	A	Performance Payout from 08-Oct-2012 to 31-March-2013
3	Niraj Kumar	120522	BPM	08-Oct-12	Bhagalpur	Sultanganj	91	A	Performance Payout from 08-Oct-2012 to 31-March-2013
4	Ajay Kumar Anand	120525	BPM	01-Sep-09	Bhagalpur	Kahalgaon	78	C	Performance Payout from 02-Jan-2013 to 31-March-2013
5	Rajesh Gupta	120972	TM	08-Nov-11	Darbhangha	DPCU	94	A	Performance Payout from 15-Oct-2012 to 31-March-2013
6	Chandan Kumar	120979	CC	03-Nov-09	Darbhangha	Baheri	95	A	Performance Payout from 12-Feb-2013 to 31-March-2013
7	Sudhanshu Pathak	120974	BPM	21-Jan-10	Darbhangha	Singhwara	90	B	Performance Payout from 15-Oct-2012 to 31-March-2013
8	Ajay Kumar Singh	120493	DPM	02-Jul-12	Gopalganj	DPCU	86	B	Performance Payout from 02-July-2012 to 31-March-2013
9	Kamal Kishore	120955	DPM	12-Jun-12	Jamui	DPCU	91	A	Performance Payout from 12-June-2012 to 31-March-2013
10	Kamal Kishore	10950	TM	14-Oct-08	Gaya	DPCU	87	B	Performance Payout from 01-April-2012 to 11-June-2012.
11	Sunirmal Garain	120511	DPM	18-Jun-12	Katihar	DPCU	89	B	Performance Payout from 18-June-2012 to 31-March-2013.
12	Pratik Kumar	120512	FM	18-Oct-12	Katihar	DPCU	93	A	Performance Payout from 08-Oct-2012 to 31-March-2013
13	Satya Priya	120513	M-Farm	08-Oct-12	Katihar	DPCU	92	A	Performance Payout from 08-Oct-2012 to 31-March-2013
14	Niranjan Paswan	120515	CC	01-Aug-08	Katihar	Kohra	92	A	Performance Payout from 28-Feb-2013 to 31-March-2013

S.NO	Name	Staff Id	Designation	DOJ BRLPS(DO	District	Block	Final Score	Final Grade	Performance Payout
15	Sunil Kumar	120484	Manager-MF	08-Oct-12	Nawada	DPCU	92	A	Performance Payout from 08-Oct-2012 to 31-March-2013.
16	Shambhu Kumar	120485	TO	05-Apr-10	Nawada	DPCU	89	B	Performance Payout from 15-Oct-2012 to 31-March-2013
17	Chandan Kumar Singh	120489	CC	06-Nov-09	Nawada	Gobindpur	89	B	Performance Payout from 18-Feb-2013 to 31-March-2013
18	Anil Prasad	120488	CC	01-Aug-08	Nawada	Gobindpur	85	B	Performance Payout from 18-Feb-2013 to 31-March-2013.
19	Sanjeev Kumar Verma	120492	CC	10-Jul-08	Nawada	Roh	90	B	Performance Payout from 18-Feb-2013 to 31-March-2013
20	Indra Shekhar Indu	120964	DPM	12-Jun-12	West Champaran	DPCU	89	B	Performance Payout from 12-June-2012 to 31-March-2013.
21	Manoj Kumar Giri	120965	TM	26-Nov-10	West Champaran	DPCU	94	A	Performance Payout from 16-Oct-2012 to 31-March-2013
22	Kundan Kumar	120966	Accountant	31-May-12	West Champaran	DPCU	94	A	Performance Payout from 01-Nov-2012 to 31-March-2013
23	Navin Kumar Navin	120967	BPM	08-Oct-12	West Champaran	Narkatiaganj	94	A	Performance Payout from 08-Oct-2012 to 31-March-2013
24	Krishna Ranjan Kumar	120501	TM	20-Nov-08	Patna	DPCU	92	A	Performance Payout from 15-Oct-2012 to 31-March-2013
25	Jayanti Kumari	120504	OA	27-May-10	Patna	DPCU	94	A	Performance Payout from 18-Feb-2013 to 31-March-2013.
26	Santosh Kumar	120502	M-Com	08-Oct-12	Patna	DPCU	93	A	Performance Payout from 08-Oct-2012 to 31-March-2013
27	Kumari Priyanka	120508	CC	18-Aug-10	Patna	Masaurhi	91	B	Performance Payout from 18-Feb-2013 to 31-March-2013
28	Barun Kumar	120946	DPM	19-Aug-10	East Champaran	DPCU	90	B	Performance Payout from 01-April-2012 to 31-March-2013.
29	Ajay Kumar	120947	FM	15-Jul-10	East Champaran	DPCU	94	A	Performance Payout from 01-Nov-2012 to 31-March-2013.

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S.NO	Name	Staff Id	Designation	DOJ BRLPS(D)	District	Block	Final Score	Final Grade	Performance Payout
30	Pancham Kumar Dangi	120948	Manager-MF	08-Oct-12	East Champaran	DPCU	94	A	Performance Payout from 08-Oct-2012 to 31-March-2013
31	Shashi Kant Kumar	121399	Manager-MF	08-Oct-12	Rohtas	DPCU	88	B	Performance Payout from 08-Oct-2012 to 31-March-2013
32	Ravi Kant Sharma	121400	Accountant	16-Apr-08	Rohtas	DPCU	90	B	Performance Payout from 02-Nov-2012 to 31-March-2013.
33	Praveen Kumar	121401	BPM	01-Sep-09	Rohtas	Bikramganj	91	B	Performance Payout from 01-Oct-2012 to 31-March-2013.
34	Santosh Kumar	120937	TO	01-Sep-09	Samastipur	DPCU	94	A	Performance Payout from 13-Oct-2012 to 31-March-2013
35	Prem Prakash Bharti	120938	M-Farm	08-Oct-12	Samastipur	DPCU	94	A	Performance Payout from 08-Oct-2012 to 31-March-2013.
36	Suraj Kumar	120939	Accountant	07-Sep-08	Samastipur	DPCU	94	A	Performance Payout from 13-Oct-2012 to 31-March-2013
37	Dev Kumar	120940	BPM	30-Oct-07	Samastipur	Sarairanjan	94	A	Performance Payout from 13-Oct-2012 to 31-March-2013
38	Niranjan Kumar	120942	CC	06-Nov-09	Samastipur	Sarairanjan	94	A	Performance Payout from 27-Feb-2013 to 31-March-2013
39	Manoj Kumar Madhukar	120823	CC	06-Nov-09	Samastipur		94	A	Performance Payout from 01-March-2013 to 31-March-2013.
40	Narendra Krishna Sinha	120945	CC	13-May-08	Samastipur	Morwa	92	A	Performance Payout from 14-02-2013 to 31-March-2013
41	Ram Naresh Sahni	120477	TO	01-Sep-09	Sitamarhi	DPCU	91	A	Performance Payout from 16-Oct-2012 to 31-March-2013
42	Ashutosh Kumar	120478	BPM	18-Aug-10	Sitamarhi		89	B	Performance Payout from 08-Oct-2012 to 31-March-2013.
43	Birendra Kumar	120476	Accountant	31-May-12	Sitamarhi	Bathnaha	88	B	Performance Payout from 13-Oct-2012 to 31-March-2013

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