



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: BRLPS/Estt-HR/1198/16/3574

Date: 11.03.2016

OFFICE ORDER

As per para no. 4.3.1 & 4.3.2 of HRD manual, the employment with BRLPS may be terminated by the Society or by employee, through a written notice as follows:-

1. One month notice from either side or one month's salary (gross) in lieu of notice period and
2. In case of termination during the probation period, 7 days notice from the employer and one month notice or one month's salary (gross) in lieu of notice period from the employee.

Absconding employees are terminated due to their absence (i.e. more than 5 days) from duty unauthorizedly and without serving notice period as para 4.3.1 and 4.3.2 required as above, recovery in lieu of one month notice period not served from concern employees will be made invariably in all cases.

By the order of CEO

Anand Shankar
11/3/16

Anand Shankar

Human Resource Department

Copy to:-

1. Director/OSD/CFO/SFM/PCs/AFM/PS/PO
2. All SPMs/PMs/DPMs/FMs/HRs
3. IT Section
4. Concern File