



# 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:- BRLPS/Proj/685/14/ 5018

Date:- 23/03/18

### OFFICE ORDER

Approval of the competent authority is, hereby, conveyed to all concerned in respect of processing of annual increment of DPCU/BPIU employees, pending/due, if any subject to the condition, no office order in this regard has been issued by the HRD section of SPMU earlier. Going forward, detailed proposal (with calculation in excel sheet) for increment due/pending to the employees at DPCU/BPIU will be sent to SPMU through Concerned DPM only with the recommendation of a District Level Committee consisting of following officials for final approval by Competent Authority: -

1. District Project Manager
2. Manager – Human Resources and Admin
3. Thematic Manager nominated by DPM.

Proposal along with requisite calculation sheet in excel regarding increment of employees of DPCU/BPIU in the particular month should reach to 7<sup>th</sup> day of every month (In case of holiday/ week off, on next working day) to HRD section of SPMU invariably.

Same will be processed by HRD section and order will be issued latest by 24<sup>th</sup> day of every month.

Above provisions will be applicable with effect from the Month of April, 2018.

Proposal with requisite recommendations, as mentioned above, regarding pending increments due to employee till 31<sup>st</sup> March, 2018, if any at DPCU level should also reach to SPMU by 7<sup>th</sup> April, 2018 so that same can be processed & approved by the Competent Authority at the earliest.

Details of Leave without Pay (LWP) & forfeiture of increment with cumulative/non-cumulative effect, if any, for particular employee must be incorporated in calculation of increment as per the related guidelines of society. Same to be mentioned clearly in recommendation.

Necessary entry in HRMIS on time to be ensured by the HR & Finance Section of concerned DPCU.

By order of CEO

*Anand Shankar*  
23/3/18

(Anand Shankar)

State Project Manager - HRD

Copy to

1. Director, OSD, CFO, AO, PS, PO
2. All PCs, SPMs, SFMs, PMs and AFM
3. All DPMs/DPM-in-Charge, FM & Manager-HR
4. IT Section
5. Accounts - SPMU
6. Concerned file