



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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

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Date : 20.09.18

Office Order

Releasing Salary for the Notice Period.

Till now the practice has been to withhold the salary of the separated / outgoing employee for the Notice Period and adjust the same while processing 'Full and Final Settlement'. This is to make possible adjustment of any dues outstanding against the separated employee. Besides the salary of the notice period, dues recoverable from the outgoing employee are also adjusted from any amount payable to him/her.

It has been observed that there are instances when there is no outstanding dues against an outgoing employee but his salary for the Notice Period is held up and released as payables only as part of Full and Final Settlement. This unnecessarily puts the concerned person in financial constraint.

To ease the pressure on the outgoing employees it has been decided now that if the DPM certifies for the BPIU and DPCU staff and the CFO for the DPM and SPMU staff that there is no outstanding dues against the outgoing employee, his / her salary for the Notice Period would be released normally, withholding ₹1000/- (One Thousand) only without waiting for 'Full and Final' settlement. Any dues regarding use of CUG would be settled from this amount. After settlement of CUG bills, residue amount would be released to the concerned person with his/her Full and Final Settlement. If the dues against the use of CUG happens to be more than ₹1000/- it would be realised from the concerned separated employee.

By the order of CEO


20.09.2018

(Kumar Anshumaly)
Director

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