



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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No.- BRLPS/Estt-HR/1478//18/569

Dated: 22nd May, 2018

OFFICE ORDER

REVISION IN MOTORBIKE & LAPTOP POLICY

1. Amount to be disbursed as Motor Bike Advance is being enhanced to Rs. 50000/- from existing Rs. 40000/-
2. Laptop advance is also being allowed to community coordinators as applicable for other positions
3. Existing laptop allowance policy to be applicable to all those staff who are holding the additional charge of the position wherein laptop allowance is already admissible.
4. Advance amount to be adjusted in 20 equal monthly instalments in the case of Motorbike & in 24 equal monthly instalments in case of Laptop.
5. Only one blank signed cheque in favour of Bihar Rural Livelihoods Promotion Society is to be taken from the employee as security against each advance.
6. Blank cheque taken from the person availing motorbike/laptop advance must be maintained/kept properly and an undertaking be taken from him/her that s/he has given blank and signed cheque willingly for the purpose of recovery in case of non-payment of instalment/separation from the organisation without settlement of the advance. A register to be maintained by SPMU/DPCU containing therein particulars of the cheque and signature of the person to whom advance has been disbursed.
7. Laptop to be verified by Manager-M & E before making payment of laptop allowance to an employee who takes over as in-charge of a position wherein laptop allowance is admissible.
8. In case of transfer to a new place, re-verification of the laptop by designated official is necessary for payment of laptop allowance.

By the order of CEO

Anand Shankar
22/05/18

(Anand Shankar)

State Project Manager-HRD

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