



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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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 for the Year 2012-13 has already been completed. Some staff were missed because of non submission of the PA Forms. Their Performance assessment has been done and accordingly performance grades have been awarded to them.

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.

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.


(Balamurugan D.)
Chief Executive Officer

Encl.: As above.

Copy to:

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

Pending Performance Appraisal for the Year 2012-13 for DPCU and BPIU Staff

S.No	Name	Staff Id	Designation	DOJ	District	Block	Final Score	Final Grade	Performance Payout Period
1	Jata Shankar Mishra	120495	Accountant	07-Sep-09	Gopalganj	DPCU	91	A	Performance Payout from 01-Apr-2012 to 31-Mar-2013.
2	Arun Kumar Singh	120496	BPM	08-Oct-12	Gopalganj	Barauli	88	B	Performance Payout from 08-Oct-2012 to 31-Mar-2013.
3	Md. Shakir Hussain	120494	LHS	08-Oct-12	Gopalganj	DPCU	87	B	Performance Payout from 08-Oct-2012 to 31-Mar-2013.
4	Kundan Kumar	120966	Accountant	03-Nov-09	Madhepura	DPCU	89	B	Performance Payout from 01-Apr-2012 to 31-Oct-2012.
5	Jay Kumar	120396	AC	17-Jul-12	Madhubani	Khajauli	89	B	Performance Payout from 17-Jul-2012 to 31-Mar-2013.
6	Arun Kumar Singh	4900000506	AC	19-Oct-09	Madhubani	Benipatti	92	A	Performance Payout from 01-Apr-2012 to 07-Oct-2012.
7	Shio Shankar Prasad	120351	CC	08-Nov-09	Madhubani	Rajnagar	88	B	Performance Payout from 01-Apr-2012 to 4-Oct-2012.
8	Ashok Kumar Ram	120334	CC	25-May-10	Madhubani	Benipatti	93	A	Performance Payout from 01-Apr-2012 to 31-Mar-2013.
9	Shiv Shankar Prasad Singh	120313	M-MF	11-Mar-08	Madhubani	Benipatti	89	B	Performance Payout from 01-Apr-2012 to 31-Mar-2013.
10	Rupa Kumari	120339	CC	03-Nov-09	Madhubani	Benipatti	91	A	Performance Payout from 01-Apr-2012 to 31-Mar-2013.
11	Pankaj Kumar	121105	CC	28-May-12	Nalanda	Biharsharif	92	A	Performance Payout from 28-May-2012 to 31-Mar-2013.
12	Deepak Kumar	121104	CC	21-May-12	Nalanda	Biharsharif	91	A	Performance Payout from 21-May-2012 to 31-Mar-2013.
13	Vijay Kumar	121017	AC	10-Dec-11	Saharsa	Saubazar	89	B	Performance Payout from 10-Dec-2011 to 31-Mar-2013.
14	Birendra Kumar	120476	Accountant	31-May-12	Sitamarhi	Bathnaha	91	A	Performance Payout from 31-May-2012 to 31-Mar-2013.


