



# JEEV iKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref No : BRLPS/PF/BRLPS208442/3098

Date: 25.11.2021

### Office Order

Approval of Competent authority is being conveyed to all officials of BRLPS that if a separating employee has served the full Notice Period of 30 days but at the time of calculating his/her Earned Leaves for Full and Final settlement, it is being found that s/he has availed more Earned Leaves than due to them, resulting into negative EL balance in his/her leave account. The amount equivalent to the leave taken beyond the available shall be deducted from the payables or add to recoverable as the case may be in his/her Full and Final Settlement calculation and their Notice Period shall be considered as served.

By the Order of CEO

*Anand Shankar*  
25/11/2021

Anand Shankar

State Project Manager-HRD

CC:

- 1- CFO/ AO/PS
- 2- All PCs/SPMs/PMs/SFMs/AFMs
- 3- All DPMs/ Manager-HR & Admin/FM
- 4- Concerned Files