



# JEEVKA

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/Estt-HR/1476/18/4757

Date : 05.01.2022

### OFFICE ORDER

With the approval of Competent Authority, In the light of recent Covid-19 related guidelines, dated 4<sup>th</sup> January, 2022 of Home Department (Special Branch), Govt. of Bihar, all Thematic heads & SPMs in SPMU, DPMs in districts & BPMs in the blocks are being authorized to finalize the roster to ensure the 50% attendance in the office. It will be applicable for all the employees of the SPMU/DPCUs/BPIUs invariably. While preparing roster, it should be taken care of that operations required to work in tandem for smooth functioning of project to be put together therein (for example Finance & HR together in district etc). Employees will ensure to work from home on off days for which they have to submit work done report. They will also punch attendance on all the days except weekly off/ holidays. Thematic Heads/SPMs/DPMs/BPMs will attend office on every day. Employees on local tour will also punch attendance from their place of Tour. All the offices/and employees to follow Covid-19 protocol (Wearing Mask, Maintaining Social Distancing, Using Sanitizer etc.) without fail. Above provision will be applicable from 6<sup>th</sup> January, 2022 to 21<sup>st</sup> January, 2022.

By the order of CEO, BRLPS

  
05.01.2022

(Mukesh Chandra Sharan)

PC-FI cum Director

CC To !

1. All Project staffs
2. IT Section and
3. Concerned File