

I/22075/2022

**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, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax: +91-612-250 4960, Website:www.brllp.in

Compliance

The employees at BRLPS being separated due to superannuation or with any other reasons (resignation/termination, etc.) need to comply on below mentioned points: -

1. The employee has to handover the email credentials which will further be deactivated by the MIS theme.
2. The employee will dispose all files/ letters from the e-office package and will communicate the same to MIS theme and only then MIS theme will deactivate the user id/profile.
3. The employee has to destroy/ handover the DSC (if any) in presence of the thematic head and the same to has to be communicated to MIS theme.
4. MIS team has to be informed for any kind of separation with above compliance through email (official email id).

By the order of CEO

(Prem Prakash)
SPM-MIS

Copy to:

1. Director, All PCs, CFO & AO
2. All SPMs, PS, SFMs, PMs, AFMs, DPMs
3. IT Section