



# 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 whole state and country are reeling under the challenge of COVID 19. The scenario has led to the lockdown in the state. There are some practical difficulties in attending to the office. An effort has been made to facilitate owning up of the responsibilities and its execution from the home itself. In order to streamline the work in terms of results, following has been approved by the competent authority-

- COO-DDUGKY has been delegated with the responsibility to approve the attendance of working staffs (both from the project and that of from TSA) even if they have worked from the home. This will be applicable for the period till 3<sup>rd</sup> May 2020. It will cover period of March, April and up to 3<sup>rd</sup> May 2020.
- In some cases, attendance on HRMIS has not been done for the lack of practice. For example PC- FI cum COO-DDUGKY attended office in between the days but failed to punch on HRMIS. Thus delegation has been given to COO-DDUGKY for the approval to make release of salary for the month of March and April with or without attendance in HRMIS. Due care will be taken to ensure that good amount of work is given to all the people. This will apply to both project staffs and members from TSA.
- COO-DDUGKY has been delegated with responsibility to allow some people to work from home considering the practical difficulties and in attempt to mitigate gathering in the office. At present, in case of skills, lot of work related to closure or release of installment can be done based on video conferencing instead of physical verification. This can be done from home in proper way.
- Nodal persons to be made responsible to identify people, allocate work and review accordingly about the performance. **Nodal persons to review the progress on closure process and work towards release of 2<sup>nd</sup> installment on weekly basis and update the progress.** The progress has to be updated every Monday (by evening). Nodal persons to ensure submission of report. Services of Managers also be taken in initiating the process of closure and release of 2<sup>nd</sup> or 3<sup>rd</sup> installment wherever feasible.

The whole endeavor will help in facilitating next level progress.

BY the order of CEO, BRLPS

*Mukesh Chandra Sharan*  
29.04.2020

(Mukesh Chandra Sharan)  
COO-DDUGKY

CC-

1. CFO/SPMs related to Skills
2. SFM-DDUGKY/TL-TSA