

JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref: BRPLS/Proj-MIS/942/16/SIT0


Date: 17/03/2020

Office Order

In light of the directive of GoB, it has been decided by the authority that attendance will now be marked through mobile app also by all SPMU staff till further orders. The user login for the app is the employee id and the password will be provided by the SPM-MIS. The link to download the application is <https://play.google.com/store/apps/details?id=com.jeevikahrmis.hr>

All employees whether working from office or home/ residence are directed to mark their attendance only through the above mentioned mobile app. The order is effective from 18.03.2020.

By the order of CEO


(Kumar Anshumaly)

Director

Encl.: Guidelines for Attendance through Mobile App.

Copy to:

1. OSD/ Director/ AO/ PCs
2. CFO/ PS/ SPMs/ SFMs/ PMs/ PO/ AFMs
3. All PAs/ OAs/ Accountants
4. IT Section



Guideline for Attendance through Mobile App

HRMIS Mobile Application:

The HRMIS JEEViKA mobile application has been designed and developed, keeping into view the mobility of the employees working at the field levels. This app has limited features and is limited to the activities being conducted at the field level by the field staff.

Steps needs to follow to get started with hrmis mobile app:

The HRMIS application can also be accessed through mobile using the following steps.

1. Visit the Google Play store and download the Jeevika hrmis app, once installation process will be completed , the user will directly come on login screen as shown below,



2. In the login screen user needs to enter their **Username: BRLPSXXXXX (Employee id)** and **Password (will be shared manually)** and click the Sign In button.

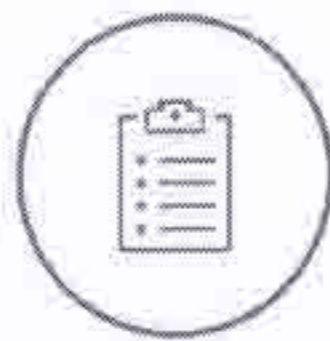
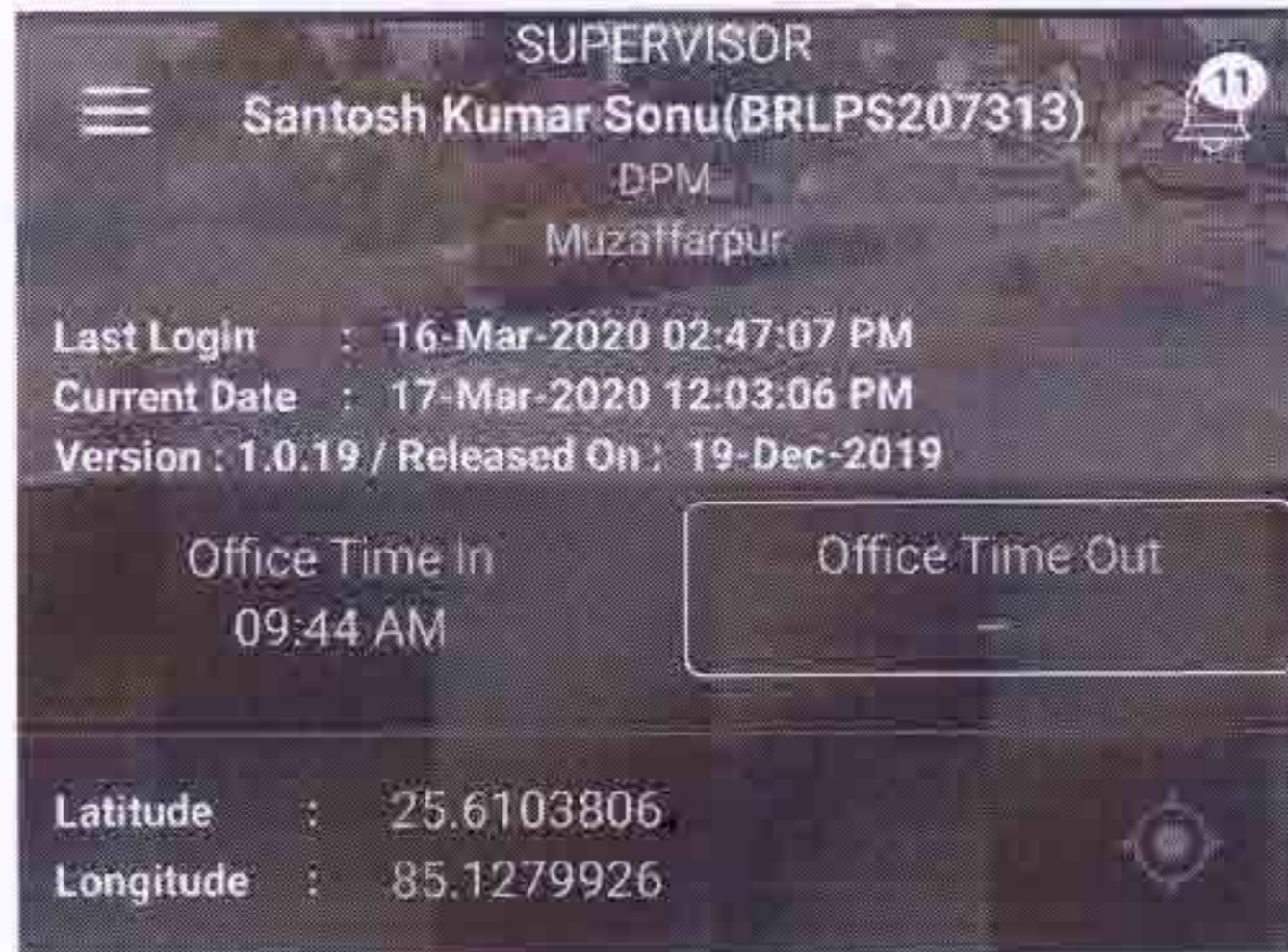
Team

3. As soon as the user is logged in, the home screen of hrms mobile app will be appear as given below,

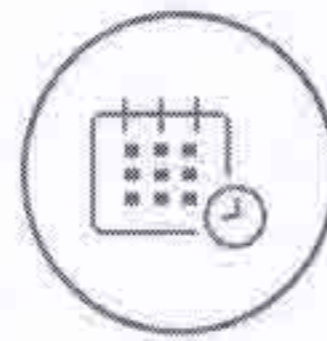


4. User gets option to manage the **Office Login and logout time**, attendance, tour, leave, employee directory, attendance report.
5. To mark **in punch touch at Office in time (as shown below) same for out punch.**

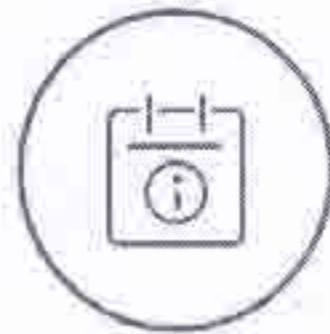
Item



ATTENDANCE



TOUR



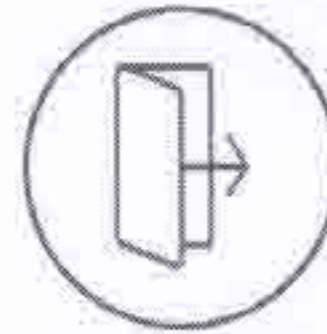
LEAVE



EMPLOYEE DIRECTORY



TRANSFER



RESIGNATION

6. By following all steps mentioned above user's attendance will be captured successfully.

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