



Compliance Before Transfer or Resignation

BRLPS is taking steps towards creating digital solutions around interventions and project management activities. Communication of information to all stakeholders is the key for the organization to maintain consistency. In this regard, few solutions have been provided and it's time to follow the requirement of such solutions.

There are certain activities which are to be followed and compliance to the same is to be conducted.

They are:-

1. The employees at BRLPS being transferred or separated due to superannuation or with any other reasons (resignation/termination, etc.) has to handover the email credentials at their respective BPIU/ DPCU/SPMU office which will further be deactivated/ transferred by the MIS theme, once the communication from the competent authority will be shared.
2. Similarly, the employees will have to handover the CUG sim card at their respective BPIU/ DPCU/SPMU office which can be further transferred to the same position at the respective office.
3. The HRMIS app to be installed on the mobile set having the CUG number.
4. It is being observed that the official email ids are not being used in official communications. It is being directed to use the official email ids (abcxxxx@bihar.gov.in/abcyyy@brlps.in) for any kind of official communication.
5. As the email IDs are designation based, therefore any relieving employee will hand over the credentials of email ids too, to their reporting officer.
6. MIS team to be informed for any kind of separation with above compliances through email (official email ID) with copy of approval from the competent authority.
7. The official email IDs have been shared till BPM level. The ACs and CCs will also be provided soon and they too will follow the same.
8. DPMs to ensure the circulation of this order down the line.

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This will allow maintaining consistency across the organization on usability of the email solutions, HRMIS and CUG numbers. The HR theme is expected to extend the support in meeting the compliances strictly, as mentioned above.

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Copy to:

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