HUMAN RESOURCE MANUAL

Bihar Vikas Mission
Bihar State Building Construction Corporation Campus,
Hospital Road, Rajvanshi Nagar, Patna – 800023
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DISCLAIMER

This policy manual is designed for a start-up phase organisation to enable ease of administration and governance. HR Policies and Procedures will evolve over a period of time on the basis of usage data.

Bihar Vikas Mission reserves the right to amend, abrogate, modify, rescind / reinstate the entire policy or any part of it at any time with or without giving any reason whatsoever.

All policies issued/ modified after any person’s employment will supersede the policies mentioned in the employment contract with immediate effect.

Changes/Amendments to any policy will be approved by the Chairman Executive Committee, or as delegated. Each such change will be informed to the Governing Body through the Executive Committee.
DEFINITIONS

For the purpose of this Policy Manual, the following terms wherever used herein, will mean the following:

1. Controlling Officer
   - **For BVM**: Chairman, Executive Committee/Member Secretary/Mission Director, or as delegated
   - **For Department**: Principal Secretary or Secretary of the Department, or as delegated
   - **For District**: District Magistrate, or as delegated

2. Competent Authority: At Bihar Vikas Mission, competent authority is Member Secretary Bihar Vikas Mission, or as delegated

3. Appellate body
   - **For BVM**: Chairman, Executive Committee or as delegated or as separately specified in any relevant policy
   - **For Department**: Chairman, Executive Committee or as delegated or as separately specified in any relevant policy
   - **For District**: Member Secretary, or as delegated or as separately specified in any relevant policy

3. Wherever applicable, unless otherwise specified, words denoting the male gender connote the female gender and vice-versa

4. Words denoting plurals will be taken to include the singular and vice-versa

5. The word "including," when used is not intended to be exclusive and means "including, but not limited to."

6. Bihar Vikas Mission maybe represented as BVM or Mission

7. Any questions / clarifications with regards to any policy, contained herein, may be directed to BVM office through the appropriate Controlling Officer
Recruitment and Selection

HR Policy No. 1, Version 1.0

Issue date: ____________

Applicability date: ____________

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<th>Version</th>
<th>Date</th>
<th>Author (function)</th>
<th>Reviewed by</th>
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<th>Nature of changes</th>
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1. **Policy Statement**

Bihar Vikas Mission (also referred as BVM) realises the significance of selecting competent individuals to make the goals and objectives of the Mission successful. The objective of this policy is to lay down guidelines and procedures to be followed by BVM in the recruitment and selection of appropriate human resources for the organisation.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

The processes are the responsibility of HR Cell of BVM.

4. **Definition/Scope**

4.1. **Recruitment**
   The process of defining a job or vacancy, and identifying and hiring the best-qualified candidates (from within or outside of an organisation) in a most timely and cost effective manner

4.2. **Selection**
   The process of choosing the most appropriate candidate, from the universe of candidates who have applied, to fill a post

5. **Resource Planning**

5.1. Bihar Vikas Mission will undertake resource planning on an annual basis to decide its recruitment strategy and budget.

5.2. The objective of Resource Planning is to calculate the sanctioned posts, actual vacancies and develop an Annual Staffing Plan, which will form the basis for all recruitment decisions in the organisation. It involves looking at the gap between current and target manpower (in terms of numbers and skills) to facilitate designing of a Manpower Plan, in sync with the strategic imperatives of BVM.

5.3. Resource Planning will provide the sanctioned strength of employees in terms of the following:
   - 5.3.1. Number of permanent/contractual/thematic expert employees required
   - 5.3.2. Number of employees from reserved categories, if any
   - 5.3.3. Function/Department/Location where manpower is required
   - 5.3.4. Grades for which manpower is required
   - 5.3.5. Technical Skills, Critical Behavioral Attributes and Competencies required
   - 5.3.6. Time frames within which recruitment needs to take place

6. **Recruitment Budget**

6.1. BVM will also develop a Recruitment budget based on the Annual Staffing Plan/Resource Planning, undertaken at the beginning of each financial year.

6.2. The budget will be decided on the basis of the following
6.2.1. Expenses related to notice of vacancies in local and national daily newspapers
6.2.2. Fee to advertising agencies
6.2.3. Fee to external recruitment agencies
6.2.4. Fee charged by external experts for Selection and Interview panels
6.2.5. To and fro airfare of candidates for being called for the Selection Process from outside of Bihar as well as their stay arrangement or any other as decided by BVM, if the process extends to the next day.
6.2.6. To and fro airfare of candidates for top level posts or any other, as decided by BVM, being outside of Bihar as well as their stay arrangement, if the process extends to the next day
6.2.7. Miscellaneous expenses such as stationary, logistics, food and refreshments, etc.

6.3. The draft staffing plan along with commensurate budgets will be approved by the Executive Committee and their after ratified by the Governing body.

7. Guidelines for Requisition

7.1. Competent Authorities at the district, department and nodal level will forward requests for creation of new posts/filling of vacant post to the HR cell through a Manpower Requisition Form. (Refer to Annexure 1)
7.2. The Competent Authorities must provide the following information as a part of the Requisition:
   7.2.1. Job description / job profile / Key Areas of Work of the proposed staff.
   7.2.2. Minimum and preferred educational qualifications, years of experience
   7.2.3. Age Limit (if any)
   7.2.4. Key Competencies
   7.2.5. Assignment / Requirement period (if any)
   7.2.6. Compensation
   7.2.7. Reporting Authority
   7.2.8. Reason / Purpose of recruitment
   7.2.9. Any other relevant information justifying the recruitment
7.3. Competent Authorities may recommend in-house resources capable of filling the said positions after re-skilling or up-skilling.
   7.3.1. Recommendation for training may be made on the basis of educational qualifications, years of relevant experience, placement record in the concerned Department, etc.
   7.3.2. BVM will facilitate the search for appropriate Training Programs and Providers
   7.3.3. BVM will facilitate the enrolment process.
   7.3.4. BVM may, at its discretion, bear the cost of such trainings, unless otherwise specified.
   7.3.5. Individuals undergoing short term training up to 3 months for some specific project on recommendation of the department should be provisioned to be retained in the particular department for a minimum period of two years. Individual undergoing long term training (more than 3 months) such as certificate/degree course funded by BVM/Department will be required to serve a bond of three-years with the concerned State Department.

8. Principal Guidelines for all Recruitment and Selection

8.1. HR Cell will submit such requisition requests for the review of Member Secretary, who will forward these to Governing Body (GB) of Bihar Vikas Mission put forth by the Executive Committee
8.2. All new posts in BVM across the organisation can only be created with the approval of the Governing Body (GB).
8.3. After the approval, HR Cell will choose the appropriate recruitment and selection method and accordingly recruit and select staff for all the positions.
8.4. For all positions BVM will follow the Bihar State Government’s policies and guidelines with respect to various categories of reservations, seeking approval of the Executive Committee.

8.5. The recruitment and selection process in BVM will ensure the following:
   8.5.1. Fair and equal opportunity to all eligible candidates, irrespective of religion, faith, caste, tribe, creed, gender, region, etc.
   8.5.2. Encourage women to apply and provide equal opportunity to women for selection.
   8.5.3. Focus on selecting competent individuals for each position.
   8.5.4. Maintain the highest level of transparency and fairness during the entire process of recruitment and selection.

8.6. Employees currently working, in a full time permanent or contractual or part time capacity, in any NGO / Corporation / Society / Company / Department under the aegis of Government of Bihar will be eligible to apply for suitable relevant position with BVM only after submission of No Objection Certificate (NOC) from appropriate Competent Authority at the time of application.

9. **Screening Committee and Selection Panel**

9.1. A Selection Panel will be formed for each position under BVM.

9.2. For recruitment and selection done by the BVM Establishment, selection panel will consist of:
   9.2.1. Screening Committee - to undertake review of applications (directly received / advertised by BVM) against specified eligibility criteria and other parameters to prepare initial list of shortlisted candidates to be further selected through various selection tools.
      - Chief General Manager
      - General Manager HR
      - HR Manager
      - Section Officers
      - Assistants
      - As per requirement
   9.2.2. In case of a high response volume, BVM can request the Govt. of Bihar to help with temporary deputation of personnel for assisting BVM’s work. BVM will pay an appropriate honorarium to all such deputed personnel.

9.3. Any changes in the constitution of Selection Panel will be made by Member Secretary’s office, in consultation with Chairman, Executive Committee.

9.4. In the event that the resource availability does not match requirements circulated by BVM, the Competent Authority can suitably modify the requirements (years of experience and/or salary) so as to assist prudent hiring.

9.5. External/Sectoral Experts are brought on-board the Selection Panel. BVM will provide for their airfare (if any), to and fro local conveyance and an honorarium as per the approval of the Governing Body.

9.6. **Selection Panel for recruitment by BVM Establishment:**
   9.6.1. Chairman of the Panel – of sufficient seniority or a senior functionary of the State Government
   9.6.2. Principal Secretary / Secretary of the concerned department
   9.6.3. Subject Matter Expert of the concerned department
   9.6.4. Representative of the Mission Director’s office
   9.6.5. Representative of the Member Secretary’s office
   9.6.6. At least two external subject matter experts
   9.6.7. If not already represented – 1 member each of Minority, Woman and SC/ST communities not below the rank of a Joint Secretary.
9.7. Based on the number of jobs / positions and the time exigencies to hire at BVM, there may be more than one selection panel on any single day. The composition of the said multiple panels is described in 9.6 hereinabove.

10. Recruitment Sources

BVM, as deemed necessary, under normal or exigent circumstances may choose to hire from any one or a combination of the following sources -

10.1. Direct advertisements on BVM website or notice in local/national newspapers
10.2. Through Government approved agencies earmarked for hiring of specific jobs or outsourced to any such agencies
10.3. By recruiting individuals through a competent empaneled external agency or internet job sites
10.4. By outsourcing the services to an external agency for specific services/functions, as deemed appropriate
10.5. By direct campus recruitment, from reputed development, management, social work, agriculture institutions or any other as deemed appropriate at the time of hiring
10.6. By selection of personnel on deputation / posting from Central and/or State Governments' Departments/PSU's/other Instrumentalities. Deputation may be adopted as a mode of recruitment for those vacancies/ positions where experience in the government sector is a key pre-requisite.

11. Selection Methodology

11.1. Eligibility Criteria: For each position a set of minimum eligibility criteria will be defined, based on which candidates will be shortlisted for the selection process. Eligibility Criteria will include, but not limited to, the following:
   11.1.1. Minimum, essential and preferred Educational Qualification required
   11.1.2. Minimum years of Experience required, if any, for each specific job
   11.1.3. Age limits (if any)
   11.1.4. Nature of candidate's experience, in job relevant area and proven track record of demonstrating innovative methods and ideas that added value to his organisation, (if any job requires specific prior work experience).

11.2. Selection Tools
BVM may, at its discretion and as deemed necessary, use any one or a combination of selection tools / methods in parallel or in sequential manner in order to select the most appropriate candidate. Following tools / methods (including but not limited to) may be used by BVM from time to time:
   11.2.1. Direct hiring based on merit list(s) created on scores awarded for each parameter prescribed in the recruitment advertisement
   11.2.2. Shortlisting based on details mentioned in the CVs along with technical ability test(s), e.g. shorthand, typing, etc. or any other kind of technical test as the job specifications may require
   11.2.3. Interviews
      Interview is a technique to evaluate a candidate’s personality attributes behavioral skills, technical expertise, person-job and person-organisation fit. Various types of interviews can be used to evaluate a candidate, e.g.
      11.2.3.1. Behavioral Event Interview (BEI) is a very powerful interview technique to assess an individual on the Critical Behavioral Attributes/ Competencies required by the role
      11.2.3.2. Stress Interview helps to demonstrate important personality characteristics which are difficult to observe in pressure-free situations
11.2.3.3. Depth Interview provides a comprehensive view on the candidate’s life history, covering aspects of both his professional and personal life

11.2.4. Tests, most commonly used by empaneled external recruitment agencies, that help understand the candidate’s fitment within the organisation, e.g.:

11.2.4.1. Psychometric Tests: These personnel profiling tests are designed to indicate how psychologically comfortable an individual is with the kind of work expected to be taken up in BVM.

11.2.5. Group Discussions, to indicate an individual’s ability to work in groups. This selection method is used especially when the pool of candidates is high and is effective to shortlist candidates specially during Campus recruitment


At any point of time, as deemed necessary, the Member Secretary with the consent of the Chairman Executive Committee can utilise their executive powers to modify any provision / process of recruitment / selection panel, methodology of hiring / job specifications, etc. or appoint, for any duration, any individual / body / organisation / firm to speedup achievement of BVM’s objectives. This will be duly informed to the Governing Body through the Executive Committee.

13. Process Flow
Joining and Orientation

HR Policy No. 2, Version 1.0

Issue date: __________

Applicability date: __________

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1. **Policy Purpose**

The objective of this policy is to familiarise the newly recruited employees with the organisation, introduce them to the vision, mission, policies along with his roles and responsibilities and ensure their effective integration into or across the organisation for the benefit of both parties.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll (if any), except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

The HR Cell is responsible for coordinating and conducting the joining and orientation session.

4. **Joining Formalities**

The new joining should take place in batches on either 1st or 15th of a month.

On the day of joining, the employees will need to submit/fill self-attested documents/information for the HR Cell. HR will verify the required documents and file the same in the personal file of the employees.

Refer to Annexure 5 for list of documents and relevant valid proofs.

On completion of the joining process an ‘Employee Unique Identification Code’ will be given to each employee.

5. **Induction Program/Orientation Session**

All new staff joining BVM will undergo a formal induction program. During the orientation session, the employee will become familiar with BVM, its vision, structure, work culture, policies and regulations. He will also be introduced to his/ her job responsibilities and the organisation’s expectations from him.

Refer to Annexure 12 for Orientation Schedule.
Probation and Confirmation

HR Policy No. 3, Version 1.0

Issue date: __________

Applicability date: __________

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1. **Policy Purpose**

The purpose of the probation is to assess the basis for a full term contract between the employee and Bihar Vikas Mission (BVM).

2. **Responsibility**

The HR Cell is responsible to ensure timely completion of all the probation reviews and communicate probation confirmation status to the employees.

3. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll (if any), except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

4. **Definition**

1.1. **Appraisee (Employee)**

   The individual being evaluated

1.2. **Reporting Authority**

   Immediate supervisor of the employee, or as defined in the Annexure 13

1.3. **Reviewing Authority**

   Immediate supervisor of the Reporting Authority, or as defined in the Annexure 13

1.4. **Accepting Authority**:

   Overall reviewing and approving authority

Details of reporting structures and hierarchy, for the purpose of conducting evaluation for employment confirmation, are defined in Annexure 13

5. **Policy Details**

Following are the details on probation and confirmation policy -

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<th>S.N</th>
<th>Particulars</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Probation period</td>
<td>• 3 months</td>
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<td></td>
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<td>• Probation period is included in the total duration of the employee service contract</td>
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<tr>
<td>2</td>
<td>Notice Period</td>
<td>30 days</td>
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### BVM – Probation and Confirmation

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Details</th>
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| 3   | Performance review                            | • To start by 1st (first) working day of the 3rd (third) month  
• To be completed by Reporting Authority, Reviewing and Approving (detailed in the Annexure 13) at most one week before the completion of probation period (3 months from date of joining) of the concerned Employee  
• In case the Accepting Authority does not agree with the overall evaluation, he may change the recommendation after conducting a discussion with the Reporting Authority  
• Parameters to be considered (including but not limited to) – employee performance*, attendance record, and general conduct since joining  
  *As defined in the Performance Evaluation Policy |
| 4   | Termination / discharge from the duty         | • Employee with poor performance / attendance record / conduct, will result in disciplinary/appropriate action by Controlling Officer.  
  A performance improvement period of 1 month should be given, after which a review will be undertaken.  
  o If performance is not deemed satisfactory, the Controlling Officer will inform the HR Cell and it will lead to immediate termination of employment after the end of improvement period |
| 5   | Performance review communication from HR      | All new joining will be informed about their performance review via written / electronic communication on their officially registered email id or mobile number or permanent address by the HR Cell |
| 6   | Letter of Confirmation/ Letter to extend Probation | • If the performance is found satisfactory as detailed in Annexure 13 then letter of confirmation (Annexure 6) will be issued to the employee  
• If performance is not deemed satisfactory as detailed in Annexure 13 then letter to extend Probation (detailed in Annexure 7) will be issued to the employee |
Rewards Policy

HR Policy No. 4, Version 1.0

Issue date: _______

Applicability date: _______

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</table>
1. **Policy Purpose**

This policy lays down the pay-grade and salary components guidelines for BVM employees and provides for rules to claim reimbursements.

Policy also provides equivalence between BVM jobs and commensurate jobs that have been posted / deputed from the services of Government of Bihar.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of BVM except employees who have posted / deputed from the services of Government of Bihar (for them only Section-6 will be applicable)

3. **Responsibility**

The HR Cell of BVM share the responsibility with the Finance Cell to establish and maintain the Compensation policy

4. **BVM Jobs & Grades**

<table>
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<tr>
<th>BVM Grades</th>
<th>BVM Jobs</th>
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<tr>
<td>A</td>
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<tr>
<td>B</td>
<td></td>
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<tr>
<td>C</td>
<td>Thematic Experts; Professional Support Service Experts; Project Lead</td>
</tr>
<tr>
<td>D</td>
<td>Management Assistant I; HR Manager; Procurement Manager; Finance Manager; Internal Audit Manager; Nodal Data Analytics Center Lead; Nodal IEC Expert; Impact Assessment Head; Thematic Specialists (in Urban Development &amp; Housing Dept); Specialist (e.g. Management Associate, Research Associate, Communication Associate, etc.)</td>
</tr>
<tr>
<td>E</td>
<td>Management Assistant II; Computer Cell Head; Manager - Program Monitoring; Manager - Program Implementation; Sub Mission Manager; Impact Assessment Monitor - Agri; Impact Assessment Monitor - Infra; Impact Assessment Monitor - Social; Impact Assessment Monitor - Agri+Infra; Department PMU Lead; District PMU Lead</td>
</tr>
<tr>
<td>F</td>
<td>Data Analysis Lead; MIS &amp; Analytics Cell Lead</td>
</tr>
<tr>
<td>G</td>
<td>Legal Officer; MIS Cell Lead; Manager (DRCC)</td>
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<tr>
<td>H</td>
<td>Data Entry Lead; Content Developer; PR &amp; Media Relations Officer; Digital Media Specialist; Data Analyst; Assistant Manager Schemes (DRCC); Assistant Manager Projects &amp; Accounts (DRCC)</td>
</tr>
<tr>
<td>I</td>
<td>Housekeeping Officer; MIS/HRIS Support Officer; Accounts Officer; District Sectoral Coordinator - Agri; District Sectoral Coordinator - Social; District Sectoral Coordinator - Infra; District Sectoral Coordinator - Agri+Infra; Supervisor IT (DRCC)</td>
</tr>
<tr>
<td>J</td>
<td>Stenographer (On Contract); IT Helpdesk Officer</td>
</tr>
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5. Components of Salary for BVM Jobs

<table>
<thead>
<tr>
<th>BVM Grades</th>
<th>Base Pay</th>
<th>Housing ¹</th>
<th>Medical ²</th>
<th>Conveyance ³</th>
<th>Gross Salary (Total)</th>
<th>Provident Fund ⁴</th>
<th>Employees' State Insurance ⁵</th>
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<td>D</td>
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<td>As Fixed for Each Grade</td>
<td>20% of Base Pay</td>
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<td>F</td>
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<td></td>
<td>Sum Total of all the Components</td>
<td>Equal contribution - by BVM and Employee - @ 12% of Base Pay up to a maximum base pay limit of 15000; i.e. 12% x 15000 = 1800 OR as per EPF Act</td>
<td>BVM contribution @ 4.75% of Gross Salary Employee Contribution @ 1.75% of Gross Salary OR as per ESI Act</td>
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**Housing ¹**
- 20% of Base salary at all grades.

**Medical ²**
- Grades A to F – INR 1250 per month;
- Grades G to L – INR 750 per month
- Claims only against bills submitted by 20th of each month
  - Medical reimbursements will be given along with the salary of the month in which bills are submitted.
- Bills submitted after 30th will be processed/paid in subsequent month’s salary.
- **Inclusions**
  - Fees paid for doctor’s consultation – receipt to be attached
  - Over the counter medicines bought from chemist – bill to be attached
  - Minor OPD surgery(ies) – doctor’s prescription and receipt to be attached
  - Prescription eye glasses (only for glasses / contact lenses) – bills to be attached
  - Hearing aid
  - Tooth extraction / Root canal treatment
- **Exclusions**

<table>
<thead>
<tr>
<th>BVM Grades</th>
<th>As Fixed for Each Grade</th>
<th>20% of Base Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
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<td>L</td>
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</tbody>
</table>
- Cosmetics, toothpastes, any kind of beauty creams, generic health supplements, deodorants, perfumes, toothbrush, shampoo, soap / medicated soap, etc.
- Frames for eye glasses
- Cosmetic dental treatment
- Cosmetic / beauty skin treatment

**Payment Process**
- Each month, ONLY if bills (countersigned by the Controlling Officer or as delegated) are submitted by the 20th, amount equal to monthly entitlement will be paid.
- If claim is less than the entitlement, then claim amount will be paid.
- If claim is more than the entitlement, then entitlement amount will be paid
- Unpaid / unclaimed amount will be carried forward to the subsequent month.
- At the end of the contract tenure, any unpaid / unclaimed amount will be added to taxable income and paid.

**EXAMPLE**

<table>
<thead>
<tr>
<th>Months</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entitlement</td>
<td>1250</td>
<td>1250</td>
<td>1250</td>
<td>1250</td>
<td>1250</td>
<td>1250</td>
</tr>
<tr>
<td>Claim / Bills</td>
<td>1250</td>
<td>800</td>
<td>3200</td>
<td>0</td>
<td>0</td>
<td>2000</td>
</tr>
<tr>
<td>Paid</td>
<td>1250</td>
<td>800</td>
<td>1700</td>
<td>1250</td>
<td>250</td>
<td>2000</td>
</tr>
<tr>
<td>carry forward</td>
<td>0</td>
<td>450</td>
<td>0</td>
<td>0</td>
<td>1000</td>
<td>250</td>
</tr>
</tbody>
</table>

**Conveyance**
- Grades A to C - INR 5000 per month
- Grades D to F - INR 2500 per month
- Grades G to L - INR 1000 per month

**Inclusions**
- Regular home-office-home commute
- If posted in a District – travel to Local HQ (Collectorate, other offices, etc.)
- If posted in Patna / Patna City – travel to BVM HQ / Offices, any other Department HQ

**Exclusions**
- Conveyance allowance will not be paid if the job requires BVM to provide transport

**Employees' Provident Fund**
- BVM and Employee to EACH contribute @ 12% of Base Pay
- Maximum base pay ceiling for Provident Fund program is 15000 per month; or as amended in the Employees Provident Funds Act, 1952 from time to time
- If employee's base pay is more than 15000 per month, then base pay will be considered as 15000 for provident fund calculations
- As per EPF Act

**Employees' State Insurance**
- Coverage for employees whose gross salary is less than or equal to INR 21000 per month
- BVM contribution @ 4.75% of gross salary
- Employees contribution @ 1.75% of gross salary
- As per ESI Act

Grade specific Base Pay and Gross Salary is with the HR Department of BVM and not included in this manual
6. Project Allowance
Employees of Govt. of Bihar working in Bihar Vikas Mission (posted/deputed/foreign posting) are entitled to a monthly Project Allowance of 20% of their monthly basic pay (which includes basic pay and dearness pay), subject to a maximum of Rupees 6000 (six thousand) per month from the date of joining in BVM.
Payroll

HR Policy No. 5, Version 1.0

Issue date: _________

Applicability date: _________

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author (function)</th>
<th>Reviewed by</th>
<th>Approved by</th>
<th>Nature of changes</th>
</tr>
</thead>
</table>


1. Policy Statement

Bihar Vikas Mission (BVM) intends to pay the employees for time worked in an accurate, timely manner and in accordance with applicable labor laws. For this purpose, this policy has been designed to establish the process and components of employee payroll.

2. Applicability

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. Policy Details

Following are the details of payroll policy -

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Calculation of Pay</td>
<td>Salary will be calculated/credited on a <strong>monthly basis</strong></td>
</tr>
</tbody>
</table>
| 2   | Pay Day                      | • Salary for each month will/should be disbursed on the 7th of subsequent month.  
• If a regular **payday falls on a weekly off/holiday/bank holiday/festival** or any other day off, salary will be credited on the next working day. |
| 3   | Mode of Pay                  | Salary will be credited through Bank Account Transfers                  |
| 4   | Mandatory Requirements       | • A new employee will not be put on payroll without the all details required for Employee Records  
• Bank Account in the name of the employee must be active for a minimum of 10 days for salary to be credited |
Deductions (indicative list) made from employee pay will include but are not limited to –

- **TDS**, as per Income Tax Act and Rules
- **Fine / Penalty** on account of Penalties/Violations in code of conduct
- **Leave without pay** (over the permissible leave balance)
- **Any other Changes / Amendments in any Central / State norms** becoming applicable from time to time

### 6. Advances and / or Loans

<p>| | |</p>
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</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Advances and / or Loans</td>
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<tr>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

### 7. Discrepancy in Salary

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<tbody>
<tr>
<td>7</td>
<td>Discrepancy in Salary</td>
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<tr>
<td></td>
<td>will be resolved by the Controlling Officer/HR Cell of BVM</td>
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</table>

### 8. Payroll Administrator

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<tbody>
<tr>
<td>8</td>
<td>Payroll Administrator</td>
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<td>All payrolls will be done on a computerised system. Pay-slips related to the pay will also be provided in electronic form to each employee through HRMS.</td>
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</table>

### 4. Process

Accurate reporting of employee time and attendance is the responsibility of the employee and his Controlling Officer. The Controlling Officer will forward the digitised details of the time and attendance register along with absentee report to BVM HR Cell latest by 2nd of the subsequent month for processing of salaries. If 2nd falls on weekly off/holiday/bank holiday/festival or any other day off, the details will be sent to BVM HR Cell on the next working day.
Training and Development

HR Policy No. 6, Version 1.0

Issue date: ________

Applicability date: ________

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author (function)</th>
<th>Reviewed by</th>
<th>Approved by</th>
<th>Nature of changes</th>
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</table>
A learning environment, focusing on continuous education and relevant skills, is necessary for each of us to grow personally and professionally. Bihar Vikas Mission (BVM) believes in providing employee training and development initiatives to ensure a workforce that is innovative, efficient, able to lead change and responsive to the needs of the communities it serves.

1. Policy Purpose

The policy aims to highlight the learning opportunities provided by BVM to its employees to enhance their specific job skills, overall professional strengths, and facilitate personal development.

2. Applicability

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. Responsibility

HR Cell is responsible for identifying training needs, designing the training calendar and making necessary resources/expertise available to organise the said trainings.

4. Definition/Scope

Training will include activities/courses/sessions including but not limited to classroom training programmes, seminar, conventions, workshops, conferences, symposiums or any other structured learning/developmental program, based on organisational needs and/or Training Need Analysis.

The policy does not apply to conferences or meetings of Trade Unions/professional bodies organised to promote the interests or affairs of their organisations.

5. Principal Guidelines

5.1. Training, Learning and Development is the responsibility of both employee and the organisation.
5.2. It is mandatory for all employees to undergo the various capacity building/training modules designed for employees at various levels.
5.3. All Training needs will be identified during the performance management process or through individual/department/district training needs surveys undertaken by the HR Cell from time to time.
5.4. After the identification of training needs, HR Cell will prepare a training schedule/calendar and budget, and forward the same to the Member Secretary/Mission Director. (detailed in Annexure 9)
5.5. The training schedule finalised will be circulated to the various functions. A copy of the schedule will also be displayed on the BVM notice board in departments and districts.
5.6. As per the schedule, necessary administrative arrangements will be made by BVM-HR to organise the trainings.
5.7. All trainings will be evaluated to ensure the resources allocated improve the services and competence of employees and to ensure learning is put into practice.
5.8. On completion of the training, all employees will submit the training feedback forms to the HR Cell. (detailed in Annexure 11)
5.9. Training details will be periodically updated in the personal files of the employees.

6. Training Needs Analysis

To focus on the growth of employees and the organisation, BVM will try and identify the areas of improvement through Training Needs Analysis (TNA) (detailed in Annexure 8)

6.1. The objectives of the TNA are to:
   6.1.1. Systematically identify developmental needs of employees
   6.1.2. Integrate and prioritise identified individual needs with organisational needs
   6.1.3. Enhance relevance and acceptance of training and learning programmes within the employees

6.2. These areas of growth will be identified from the following:
   6.2.1. The Performance Evaluation System identifies the key result areas of each employee. Those indicators in which the employee has scored low will be identified. In their one-on-one interactions, employees can also submit request for any special training programs they wish to be a part of.
   6.2.2. HR Cell will also circulate the Training Needs Identification Form from time to time to identify training and development areas the employees are interested in.

6.3. Process of Training Needs Analysis:
   6.3.1. HR Cell will send each Controlling Officer a Training Needs Identification Form in March first week.
   6.3.2. The Controlling Officer at each level will forward the Form to the BVM employees to fill their training needs and preferences.
   6.3.3. Controlling Officer will route the filled forms back to HR within 20 days of the receipt of the form.
   6.3.4. HR Cell will collate the Training Needs of the entire organisation from the forms as well as PMS, classify them into categories and create an organisational summary.
   6.3.5. On the basis of the organisational summary, the Training Calendar/Schedule will be drafted for the new financial year each April.

7. Training Modules

7.1. Induction Training Module

These trainings will be conducted for new recruits and employees on deputation/transfer, if any. It will be conducted in a modular form. The design of modules will be done keeping in mind both the formal processes as well on-job components.

The objective of this training module is to familiarise the newly recruited employees with the organisation, introduce them to the vision, mission, policies along with his roles and responsibilities and ensure their effective integration into or across the organisation for the benefit of both parties.
The following trainings can be taken up based on the outcomes of Training Need Analysis:

7.2. Behavioral Training Module

These are offered to employees at various levels. Behavioral trainings can be used to keep employees motivated and create a positive approach towards work while also clarifying the behaviours and outlook expected from the employees. These training modules can be conducted internally by BVM, or externally in collaboration with reputed institutes.

7.2.1. Management and Leadership Development
These modules/workshops are organised for the employees who are in the management cadre for broadening their perspective and enhance their leadership capabilities.

7.2.2. Team Building Module
These programs are organised for all employees to develop self-awareness and the ability to work in teams by improving interpersonal relationships.

7.2.3. Time Management Module
In this module, employees will learn to set goals, determine priorities, overcome interruptions and distractions to achieve organisational and personal goals effectively.

7.3. Special Trainings
Experts within BVM will be asked to give lectures or refresher sessions to various departments/set of employees and circulate knowledge papers on specialised subjects to keep the employees of BVM abreast with the latest global best practices. Competent Authorities can also nominate selected employees for special trainings. Any special article of interest (both functional and developmental) can also be forwarded by the employees to HR to circulate among other employees for learning and development.

8. Benefits of Proposed Training Modules

Regular trainings assist the organisation and employees in numerous ways:

8.1. Ensure that employees are abreast with latest field developments.
8.2. Enhance organisation’s ability to adopt new/innovative technologies, strategies and methods because of a sufficiently knowledgeable staff.
8.3. Make it easier to identify skill gaps and put corrective measures or mechanisms in place.
8.4. Directly improve efficiency and productivity of employees. Well trained employees show both quantity and quality performance.
8.5. Result in higher sense of employee job satisfaction, which in turn, improves their motivation towards work.
8.6. Training and Development helps in instilling the sense of team work, team spirit, and inter-team collaborations.
8.7. Overall organisational growth through performance improvements and dissemination of information, ideas and networking.

9. Training Calendar

The HR Cell will design the training calendar for each financial year and forward the same to Member Secretary for approval in April each year.
The training calendar will be designed on the basis of the total number of employees requiring training in a given year. The template for designing future calendars is as follows:

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Program/ Module Title</th>
<th>Dates</th>
<th>Duration</th>
<th>Participant Group</th>
<th>Total No. of Participants</th>
<th>Conducted by</th>
<th>Venue</th>
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10. Training Budget

The HR Cell will seek approval of the required Training Budget, from Member Secretary in April each year as follows:

<table>
<thead>
<tr>
<th>Type of Training</th>
<th>Training Cost</th>
<th>Administrative Cost related to training</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
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11. Training Evaluation

The objective of training evaluation is to measure the value for money of learning and development activities and impact of training programmes on employee behavior and performances. It aims to enhance the value addition of training programs/modules by building on the strengths and removing the shortcomings, if any.

At BVM, Training Evaluation will be done at three levels:

1. **Pre-training Evaluation**: Pre-training Evaluation is aimed at detecting shortcomings in the programme design before the commencement of the program. For this, the HR Cell will review the program design and content in the light of the feedback obtained from a sample of participants.

2. **Training Feedback**: The HR Cell will seek participant feedback at the end of the training program in the Training Feedback Form for making modifications/improvements in future programs or modules.

3. **Impact Assessment**: It involves measuring the change in behaviour and performance of the employee on account of the training module. The information will be collected through the Impact Assessment Form after completion of three months of the program.
Performance Evaluation

HR Policy No. 7, Version 1.0

Issue date: _______

Applicability date: _______

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author (function)</th>
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</table>
1. **Policy Statement**

Bihar Vikas Mission is committed to continuous engagement of its employees through transparent & efficient performance evaluation practices. An effective Performance Evaluation framework should recognise high performers through a fair & objective assessment of their performance.

2. **Applicability**

This policy applies to all confirmed employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract and on Third-Party Payroll, except otherwise provided. The appraisal will cover performance during the financial year.

Parameters and process specified in this policy will not be applicable to employees on foreign posting to BVM from Government of Bihar.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

HR Cell is responsible for successful performance evaluation of employees.

4. **Definition**

4.1. **Appraisee (Employee)**
   The individual being evaluated

4.2. **Reporting Authority**
   Immediate supervisor of the employee, or as defined in the Annexure 13

4.3. **Reviewing Authority**
   Immediate supervisor of the Reporting Authority, or as defined in the Annexure 13

4.4. **Accepting Authority:**
   Overall reviewing and approving authority

4.5. **Assessment Year**
   The Assessment Year for the Performance Appraisal system will consist of the 8 months period post confirmation of the employee

4.6. **Rating Scale**
   A three-point rating scale is being used for performance evaluation of employees on the Key Result Areas (KRAs) and as defined below

   3: Exceeds Performance Standards
   2: Meets Performance Standards
   1: Below Performance Standards
5. **Key Elements of Performance Evaluation Process**

   **KRA Setting**
   - KRAs for the employee will be set as per the position of the employee for the duration of the performance period

   **Probation Review**
   - Discussion on performance against goals till probation period
   - Confirmation of the employee against position

6. **Details of the Performance Evaluation Process**

   **Performance Review**
   - Evaluating performance against the agreed annual KRAs
   - Reviewing individual performance scores to arrive at the final performance rating
   - Communication of final performance rating to individuals

6.1. **Performance Planning**
   - 6.1.1. KRA Setting is the first step in the Performance Evaluation Process.
   - 6.1.2. KRA setting exercise starts after the confirmation of the employee during the probation period

6.2. **Review & Finalisation of KRAs**
   - 6.2.1. KRA Sheets are to be filled by all employees jointly with their Reporting Authority. Discussion with the Reporting Authority on KRAs, targets and support required is important and the same has to be mutually agreed between the Appraisee and the Reporting Authority.
   - 6.2.2. The Appraisee, in consultation with the Reporting Authority, also has to assign weights to the KRAs.
   - 6.2.3. A signed (by Appraisee and Reporting Authority) copy must be submitted to the Reviewing Authority and Accepting Authority and the HR by the Reporting Authority with the Appraisee in cc. In case the Reviewing Authority or Accepting Authority are not in agreement with the KRAs, he may call for a joint meeting with the Appraiser and Reporting Authority within 2 weeks of receiving the KRAs. Any changes to the form will be submitted by the Reporting Authority to the HR. In case, no changes are suggested within 2 weeks of submission of the form to HR, the form will be taken as finalised.
6.3. **Guidelines for Goal-Setting**

6.3.1. Each Appraisee should **not** have more than 6-7 goals

6.3.2. It is imperative for Reporting Authority & Appraisee to have a formal discussion on the goals being set for the year. No Reporting Authority should sign off on goals without doing a thorough review and ensuring the goals fall into the SMART framework showcased below

6.3.3. Each KRA **should be accompanied by an action plan** to achieve the goals. This will help both Reporting Authority & Appraisee be clear at the beginning of the year whether the KRA are realistic and achievable

6.3.4. KRAs once set, **cannot be changed** during the year however action plans can be **changed** if required. In case of any extraneous circumstances, if change of KRAs is required, the same would need the approval of the Accepting Authority along with a mail to the HR.

**S**
- Specific
  
  Clearly identify what is the final outcome.

  Use action words like create, develop, initiate, implement etc.

**M**
- Measurable
  
  Each goal should have a measurable target (quantitative or qualitative)

**A**
- Achievable
  
  Focus should be on setting challenging goals but still ensuring that they are realistic

**R**
- Relevant
  
  All goals should be specific to the job and are aligned with BVMs priorities

**T**
- Time-bound
  
  Appropriate timelines should be specified for achieving each goal. Action plans should have milestones to track progress on the goals

6.4. **Assigning weights to KRA’s**

Weights should be allocated depending on the relevance/ criticality of the KRA and the effort required to accomplish the same. Weights provide a clear direction on where the time, efforts and resources need to be directed in the coming year.

*Total Weight of KRAs should add up to 100%*

6.5. **Developing an Action Plan and Initiatives**

6.5.1. After defining KRAs, ‘Action Plans’ are detailed, describing the specific steps, milestones and resources planned by the Appraisee to accomplish the outlined KRA

6.5.2. **Advantages of Action Planning**
6.5.2.1. Clearly defines “how” the performance measure are to be achieved
6.5.2.2. Helps in time and resource assessment
6.5.2.3. Takes the blame away from the individual, for non-achievement due to extraneous problems

6.6. **Probation Review**
6.6.1. To start by 1st (first) working day of the 3rd (third) month
6.6.2. To be completed by Reporting Authority, Reviewing and Accepting (detailed in the Annexure 13) at most one week before the completion of probation period (3 months from date of joining) of the concerned Employee using the same process as the Annual Performance Review detailed in Section 6.7
6.6.3. In case the Accepting Authority does not agree with the overall evaluation, he may change the recommendation after conducting a discussion with the Reporting and Reviewing Authority

6.6. **Annual Performance Review**
6.6.1. The Annual Performance Review (APR) process is initiated on the first Monday of the tenth month of the employee’s performance period. The necessary communication with regard to the appraisal is sent to all relevant parties by the HR cell.
6.6.2. Each Appraisee is expected to complete his ‘Self Evaluation’ which involves filling up of the columns KRAs and Actual achievements. (If required, the Appraisee can enclose the most recently finalised KRA sheet along with the APR).
6.6.3. The relevant section with respect to recommendations shall be filled by the Reporting Authority after discussion with the Appraisee. The Reporting Authority will complete the form, referring to the records/data of the employee’s tasks discuss performance with Appraisee and forward the form to the Reviewing Authority. The discussion remarks along with the Appraisee’s acceptance are mandatory to be captured in the APR format.
6.6.4. The Reviewing Authority Recommendation column shall be filled by Reviewing Authority after discussions with the Reporting Authority.
6.6.5. In case of discrepancies between the Reporting Authority and the Appraisee, the Reviewing Authority can change the rating taking into consideration employee achievements, contributions made in Special Projects and any other observations/remarks. The clear reasons for moderation of ratings should be captured in the discussion remarks.
6.6.6. The HR Cell will compile the overall rating for the employees prior to submitting the forms to the Approving Authority. HR will also be required to record any comments/observations regarding the process adherence. This part also contains provision for the Approving Authority’s remarks and final sign off.
6.6.7. In case of an executive being transferred during the year, if he has worked in his previous team/function for more than three months, an interim Appraisal Report shall be generated by the previous Reporting Authority which shall be taken into consideration during the Assessment Year for that period.

6.7. **Communication of rating by BVM HR Cell**
6.7.1. The HR shall be responsible for compiling all APR forms with the finalised ratings given to all Appraisees.
6.7.2. The ratings shall be linked to the following outcomes listed in the Performance Evaluation form in the Annexure 14
6.7.3. The final ratings post finalisation is communicated to all the employees by their Reporting Authority.

6.7.4. The Approving Authority shall be contacted in any of the following situations:
   6.7.4.1. When the Appraisee is not satisfied with the assessment and recommendations made for him.
   6.7.4.2. When the Reporting Authority is not satisfied with the assessment and recommendation made for the Appraisee.

6.7.5. In the case of the above, the employee will get an opportunity to make a representation against the final rating provided:
   6.7.5.1. The employee is allowed six weeks’ time (from the date of communication of the final rating).
   6.7.5.2. Unless there is satisfactory explanation for the delay, a representation submitted after the time limit specified above is not taken into consideration; and
   6.7.5.3. Decision on the representation is to be taken expeditiously and, in any case, not later than six weeks from the date of submission of the representation.
Travel Allowance and Daily Allowance

HR Policy No. 8, Version 1.0

Issue date: _______

Applicability date: _______

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author (function)</th>
<th>Reviewed by</th>
<th>Approved by</th>
<th>Nature of changes</th>
</tr>
</thead>
</table>
1. **Policy Purpose**

The objective of this policy is to ensure clear and standard guidelines in the organisation for tours and travel for official purposes.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

The HR Cell of BVM share the responsibility with the Finance Cell to establish and maintain the Travel policy.

4. **Definition/Scope**

All expenses, as mentioned in the policy, excluding -

4.1. If place of posting is in a district: Travel to Local Headquarters (e.g. Collectorate, other offices, etc)

4.2. If place of posting is in Patna/Patna City: Travel to BVM HQ/Offices and any Department HQ

5. **Entitlement**

Travel allowance and daily allowance will be as per entitlements published on the following page -

Travel Allowance and Daily Allowance for all such employees of BVM who are on deputation / foreign posting from Government of Bihar will be in accordance with the Provisions that they fall under.

---this space has been left blank intentionally---
### BVM – Travel Allowance and Daily Allowance

<table>
<thead>
<tr>
<th>BVM Grades</th>
<th>BVM Jobs</th>
<th>Travel</th>
<th>Travel Allowance / Reimbursement</th>
<th>Daily Allowance ¹ (includes Hotel / Stay and Food / Miscellaneous expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>By Air (economy)</td>
<td></td>
<td>Metro Cities: Rs 5000 (hotel*) Patna: Rs 4000 (hotel) All Other Cities: Rs 3000 (hotel)</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>By Train (1st AC)</td>
<td></td>
<td>Metro Cities: Rs 500 (normal**) Patna: Rs 400 (normal) All Other Cities: Rs 300 (normal)</td>
</tr>
<tr>
<td>C</td>
<td>Thematic Experts; Professional Support Service Experts; Project Lead</td>
<td>By Road (AC Bus / AC Taxi / Car)</td>
<td>Any employee may be allowed to travel by Air (economy), if deemed necessary, after prior approval from Member Secretary</td>
<td>Metro Cities: Rs 3000 (hotel) Patna: Rs 2000 (hotel) All Other Cities: Rs 1000 (hotel)</td>
</tr>
<tr>
<td>D</td>
<td>Management Assistant I; HR Manager; Procurement Manager; Finance Manager; Internal Audit Manager; Nodal Data Analytics Center Lead; Nodal IEO Expert; Impact Assessment Head; Thematic Specialists (in Urban Development &amp; Housing Dept); Specialist (e.g. Management Associate, Research Associate, Communication Associate, etc.)</td>
<td>By Train (2nd AC) By Road (AC Bus / AC Taxi / Car)</td>
<td>Any employee traveling in a class lower than his/her entitlement, such employee will not be reimbursed amounts equivalent to his/her entitlement</td>
<td>Patna: Rs 2000 (normal) All Other Cities: Rs 300 (normal)</td>
</tr>
<tr>
<td>E</td>
<td>Management Assistant II; Computer Cell Head; Manager - Program Monitoring; Manager - Program Implementation; Sub Mission Manager; Impact Assessment Monitor - Agri; Impact Assessment Monitor - Infra; Impact Assessment Monitor - Social; Impact Assessment Monitor - Agri+Infra; Department PMU Lead; District PMU Lead</td>
<td>By Train (3rd AC / AC Chair Car) By Road (Bus / Auto)</td>
<td>REIMBURSEMENT Non AC / AC Bus: Actual fare (ticket / receipt of payment to be attached)</td>
<td>Patna: Rs 1000 (normal) All Other Cities: Rs 500 (normal)</td>
</tr>
<tr>
<td>G</td>
<td>Data Analysis Lead; MIS &amp; Analytics Cell Lead</td>
<td></td>
<td></td>
<td>Patna: Rs 500 (hotel) All Other Cities: Rs 100 (normal)</td>
</tr>
<tr>
<td>H</td>
<td>Legal Officer; MIS Cell Lead; Manager (DRCC)</td>
<td></td>
<td></td>
<td>Patna: Rs 500 (hotel) All Other Cities: Rs 100 (normal)</td>
</tr>
<tr>
<td>I</td>
<td>Data Entry Lead; Content Developer; PR &amp; Media Relations Officer; Digital Media Specialist; Data Analyst; Assistant Manager Schemes (DRCC); Assistant Manager Projects &amp; Accounts (DRCC)</td>
<td>By Train (3rd AC / AC Chair Car) By Road (Bus / Auto)</td>
<td></td>
<td>Patna: Rs 1000 (normal) All Other Cities: Rs 500 (normal)</td>
</tr>
<tr>
<td>J</td>
<td>Housekeeping Officer; MIS/HRIS Support Officer; Accounts Officer; District Sectoral Coordinator - Agri; District Sectoral Coordinator - Social; District Sectoral Coordinator - Infra; District Sectoral Coordinator - Agri+Infra; Supervisor IT (DRCC)</td>
<td></td>
<td></td>
<td>Patna: Rs 500 (hotel) All Other Cities: Rs 100 (normal)</td>
</tr>
<tr>
<td>K</td>
<td>Stenographer (On Contract); IT Helpdesk Officer</td>
<td></td>
<td></td>
<td>Patna: Rs 500 (hotel) All Other Cities: Rs 100 (normal)</td>
</tr>
<tr>
<td>L</td>
<td>Grade IV employees; Single Window Operator (DRCC); Multi-Purpose Assistant (DRCC); Computer Assistant; Data Entry Operator</td>
<td>By Train (Sleeper) By Road (Bus / Auto)</td>
<td></td>
<td>Patna: Rs 500 (hotel) All Other Cities: Rs 100 (normal)</td>
</tr>
</tbody>
</table>

**HOTEL refers to maximum permissible reimbursement (excluding taxes) per day for stay & food arrangements in any hotel**

**NORMAL refers to maximum permissible reimbursement (excluding taxes) per day for stay & food arrangements in any State Govt or State Govt Undertaking Guest house, OR when arrangements are made by employee of his/her own**

**Daily Allowance ¹**

a) If travel time is <6 hours, then no DA is payable. If travel time is >6 hours <12 hours, then 50% of DA is payable. If travel time is >12 hours, then full DA is payable.

b) if expenses incurred for stay / food arrangements in State Govt or State Govt undertaking guest house is more than the entitlement in NORMAL, actual expenses will be reimbursed up to the limit for HOTEL.

c) For travel within the State of Bihar, primary arrangements will be made in State Govt. / State Govt. undertaking guest house or circuit house or inspection house. Upon non-availability of rooms, arrangements will be made in any hotel as per limits.

d) For travel to Delhi, primary arrangements will be made in Bihar Bhawan or Bihar Niwas. Upon non-availability of rooms, arrangements will be made in any hotel as per limits.

e) For travel outside Bihar (except Delhi), primary arrangements will be made by Govt. of India / State Govt. of the intended destination. Upon non-availability of rooms, arrangements will be made in any hotel as per limits.

f) As much as possible, all stay arrangements, for BVM employees will be made in State Govt. / State Govt. undertaking accommodation facilities in equivalence with Bihar Govt.’s deputed employees.

g) As much as possible, all travel arrangements, for BVM employees will be made in equivalence with Bihar Govt.’s deputed employees.

Reduction in DA will be applicable as follows -

- h) if free stay is available, then 25% reduction
- i) if free food is available, then 50% reduction
- j) if both free food and stay are available, then 75% reduction
6. **Reimbursement Process**

6.1. All expenses will be reimbursed only against bills countersigned by Controlling Officer or as delegated.

6.2. All claims for journeys and local travel undertaken by the employee, enclosed with relevant bills and Travel Approval Form should reach the Finance Cell of BVM in the prescribed format, within 30 days of completion of travel as detailed in Annexure 16.

6.3. Claims for filed for reimbursement after more than a month will not be entertained, except with the special approval of Controlling Officer with reasons.

6.4. Finance Cell will process the reimbursement amount along with next month’s salary.

6.5. Only 10% of amounts specified in Clause 6 hereinabove can be claimed on self-declaration without supporting bills.
Location of Posting and Transfers

HR Policy No. 9, Version 1.0

Issue date: ______

Applicability date: ______

Document history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author (function)</th>
<th>Reviewed by</th>
<th>Approved by</th>
<th>Nature of changes</th>
</tr>
</thead>
</table>
1. **Policy Purpose**

In the interest of the project, it is expected that staff may be transferred to different locations based on Mission requirements. The objective of this policy is to define, detail and facilitate the process of transfer to make it easier for employees and bring in standardisation of practices.

2. **Applicability**

This policy applies to all new employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract and employees on Third-Party Payroll, except otherwise provided.

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

The implementation and administration of this policy is the responsibility HR Cell of BVM.

4. **Location of Posting**

4.1. No transfer / posting will be permitted / allowed in the home district

4.2. If both spouses work for Bihar Government or any of its allied / funded bodies, then they can be posted in the same district subject to availability of posts

5. **Transfer**

5.1. Transfer can only be initiated by BVM as and when work need arises.

5.2. Employees cannot seek transfer or place of posting.

5.3. The transferred staff will clear all the pending work and will report at the new place of posting within the joining time mentioned in the policy.

5.4. His contractual obligations will remain unchanged.

5.5. Upon transfer, the leaves status will remain unchanged and will get carried forward to the new place of posting.

5.6. All the personal records of the transferred staff will be transferred from the Controlling Officer of the previous administrative unit to the Controlling Officer of the new unit to which the staff is transferred.

5.7. A staff on transfer will join the new location of duty within 7 (seven) working days of the Issue of transfer letter/ order (as detailed in Annexure 18) or as decided by BVM. This period of seven days or as directed by BVM, will be granted as leave with pay and will not be accounted for in the employee’s leave account.

5.8. Transfer Allowance will be as per entitlements published for each Grade Pay that is notified against each BVM grade. Refer to Travel Allowance & Daily Allowance Policy for Grade Pay equivalence with BVM grades. Grade Pay, in force today, is published in the Bihar Gazette (extraordinary) No. 61 Patna issued on 21st January, 2010, and may be amended from time to time by official notification.
Holidays and Leaves
HR Policy No. 10, Version 1.0

Issue date: _______
Applicability date: _______

Document history

<table>
<thead>
<tr>
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<th>Reviewed by</th>
<th>Approved by</th>
<th>Nature of changes</th>
</tr>
</thead>
</table>
1. **Policy Purpose**

The purpose of this policy is to provide work life balance to all the employees such that they get time for any personal commitments and / or exigencies during the course of their employment without compromising on work deliverables and discipline.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Policy Guidelines**

3.1. Employees are expected to **not claim leaves as a right**. Except in case of emergencies, all leave will be granted subject to the requirements of BVM.

3.2. A situation will be considered an emergency on a case by case basis and will be decided by the Controlling Officer.

**3.3. No leaves except mentioned in this leave policy will be applicable to the employees of BVM.**

3.4. Details on the policy is mentioned in the table below -

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holidays</td>
<td>• Number of holidays will depend on Gazette published each year by Government of Bihar, and as amended from time to time.</td>
</tr>
</tbody>
</table>
| 2   | Allowed leaves during contract tenure           | • **Head Office**: 1 (One) **casual** leave for every completed month of service.  
  • **District Office**: 1 (One) **casual** leave for every 22 days of service.  
  • Leave calendar will start from the date of start of employment as mentioned in the employment contract.  
  • Leave calendar will end on the date of cessation of contract.  
  • Leave calendar, for employees hired by BVM on contract, will not be January to December.  
  • Casual leaves not taken in a particular month will be added to leave balance and can be availed in any of the months till end of contract period  
  • **Special Leave for Women Employees, irrespective of their location**: 2 days per month. If not availed in any month, then the leave for that month will lapse. |
### BVM – Holidays and Leaves

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>*Head Office of BVM / Department HQ / or any other related office located in Patna</th>
</tr>
</thead>
</table>
| 3 | How to apply for leave and its approval | • Leave applied but not approved before date of start of leave, is deemed not approved  
• Leave will be considered approved when an employee’s written or electronic notification / information (SMS / WhatsApp through a registered mobile number or through registered e-mail id) will receive acknowledgement from Controlling Officer and HR will be notified of the same. (As detailed in Annexure 19) |
| 4 | Leave request timeline | • If Controlling Officer rejects any approved leave, it must be notified to the employee before the leave period starts  
• **Leaves for less than 3 days** to be applied 1 week before the actual date except extraordinary circumstances  
• **Leaves for more than 3 days** to be applied 2 weeks before the actual date of leave  
• **For leaves due to emergency / medical reasons**, employees must inform Controlling Officer as soon as possible through electronic / written / verbal notification (phone call / SMS / WhatsApp through registered mobile number or e-mail id)  
  o Controlling Officer has to inform HR Cell regarding the same  
  o Once the employee returns to work, she/he should submit a leave form to cover her/his absence |
| 5 | Absence without approval – Abandonment | If employee is **absent without any** electronic / written / verbal notification (phone call / SMS / WhatsApp through a registered mobile number or e-mail id) **notification or information for 5 (five) continuous working days**, it will be deemed that employee has abandoned voluntarily and terminated the contract with BVM |
| 6 | Leaves taken over and above leave balance | It will be treated as leave without pay and salary will be deducted accordingly |
| 7 | Leave without pay | In cases of exigent circumstances, employees’ may be allowed to avail of leave without pay (LWP)  
  • Leave application in such cases will be approved by the Chief General Manager, or as delegated, on a case to case basis not withstanding any precedence being set herein for any future referencing  
  • The maximum limit of LWP is set at 30 days during the contract tenure whether taken at one instance or a |
cumulative sum total of various short LWPs during the contract tenure

<table>
<thead>
<tr>
<th>8</th>
<th>Leave encashment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There is no leave encashment At the time of leaving/separating from BVM/end of contract duration, any un-availed leave will be forfeited</td>
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</tr>
</tbody>
</table>

In case any employee is not able to follow the leave policy guidelines, disciplinary action will be taken.

**Maternity Leaves**

A period of approved absence for a female employee granted for the purpose of giving birth and taking care of infant children.

No employer shall knowingly employ a woman during the six weeks immediately following the day of her delivery / miscarriage / medical termination of pregnancy and no woman shall work in any establishment during this period.

**Conditions**

There are certain conditions that need to be fulfilled in order to claim maternity benefit and they are as follows:

1. The woman must have been working in BVM for a minimum period of one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery.
2. The woman will have to give notice in writing to the employer stating a nominee and the date from which she will be on leave, which can’t be a date earlier than six weeks of the expected delivery date.

   i. Maternity Leave of 180 days may be granted for first two surviving children. If the female delivers twins in her first delivery, she will be entitled to another maternity leave as and when she is declared pregnant by a competent authority as mentioned in (ii) herein below.

   ii. Proof that a woman is pregnant or has delivered a child or has undergone miscarriage or is suffering from illness arising out of pregnancy, delivery, premature birth of a child or miscarriage will be through production of a certificate to the effect by any of the following:

      (a) From a Gazetted Officer of the State or Central Government; or
      (b) From a member of Parliament, State Legislature, the Local Municipality, or Notified Area Committee, or any other Local Authority; or
      (c) From a Registered Medical Practitioner, Vaid, Hakim, or Kaviraj

   iii. The fact that a woman has undergone miscarriage may also be proved by the production of a certificate signed by a registered midwife.

   iv. Maternity leave shall not be debited against the leave account.

**NOTE:** Maternity leave may be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six-weeks and the application for leave is supported by a medical certificate.

**Adoption Leave**

(1) A female member of the Service with less than two surviving children, on valid adoption of a child below the age of one year, may be granted child adoption leave for a period of 180 days immediately after the date of such adoption. Provided that child adoption leave shall not be admissible where such member is already having two or more surviving children at the time of such adoption.
(2) During the period of child adoption leave, such member shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

**Payment of maternity benefit in case of death of a woman:**

**Before the Delivery** –

(1) During Maternity Leave period, if the woman dies due to any medical circumstances without being able to deliver a child, payment of benefit will be made till the last day the woman was alive subject to production of a Death Certificate along with a Doctor’s Certificate. Payment will be made to a nominee as declared by the woman.

**After the Delivery** –

(1) The mother dies: Payment of maternity benefit will continue if the child is surviving and till such date the child survives or until the last date of maternity leave period whichever is earlier. Payments will be made to a nominee as declared by the woman;

(2) Both the mother and child die simultaneously: Payment of maternity benefit will be made till the last day the woman was alive, subject to production of a Death Certificate along with a Doctor’s Certificate. Payment will be made to a nominee as declared by the woman.

**Payment of Wages / Salary during Maternity Leave / Adoption Leave**

During the period of Maternity Leave / Adoption Leave / Leave due to miscarriage etc., the employee will not be paid any salary / wages due to her for that period. Payment will be made for the entire duration of leave period only after the employee rejoins duty.
**Code of Conduct**

HR Policy No. 11, Version 1.0

Issue date: ________

Applicability date: __________

**Document history**

<table>
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<tr>
<th>Version</th>
<th>Date</th>
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</tr>
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1. **Policy Statement**

Bihar Vikas Mission (BVM) believes that all the employees should be provided with a professional work culture that is free from discrimination or harassment.

This section details the policies on code of conduct, confidentiality, and the related disciplinary actions in case of violation, so as to clearly define the path that all the employees are supposed to follow in upholding the organisation’s values.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Guidelines**

Following are the guidelines on code of conduct policy -

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General conduct</td>
<td></td>
</tr>
</tbody>
</table>
  - All employees are expected to obey general principles/norms/policy guidelines of office. Any other activity will be defined as unlawful.  
  - **Discrimination** based on an individual's gender, race, religion, origin, age, disability or financial condition is not allowed  
  - Every employee will **abide by** and comply with the regulations of BVM and all **directions from the Controlling Officer** |
| 2   | Confidentiality |  
  - Employees are expected to maintain complete confidentiality  
  - **During employment:**  
    - Employees will not disclose or divulge or make public, except on legal obligations, any information regarding the BVM's affairs or administration or research carried out, whether the same may be disclosed to them or become known to them in the course of their service or otherwise  
  - **Upon termination:** Employee must return all the assets and property (including any leased properties), documents, files, books, papers, memos or any other property of BVM in his possession or control |
|   | Consuming tobacco and related products | • Smoking and consumption of products like, including but not limited to tobacco, khaini, supari, paan, etc. is prohibited in any building or vehicle owned or leased by BVM  
• Spitting on the walls of BVM office building or outside area within the BVM campus is not allowed  
• If an employee is caught violating this, a fine of INR 1000 will be imposed by Controlling Officer. Repeat action will lead in a disciplinary proceeding |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Gifts, entertainment and other gratuities offered</td>
<td>Employees cannot accept gifts from vendors/suppliers since it can put employees in a position of obligation</td>
</tr>
</tbody>
</table>
|   | Any other employment outside BVM | • Employee will not be involved in any full-time or part time employment or engagement in any other work, business, occupation  
• Study course will be allowed after the prior approval of Member Secretary through the concerned Controlling Officer |

4. Disciplinary Action

For any policy breach by:

**Employees on foreign posting to BVM from Government of Bihar:** When disciplinary proceedings are initiated against an officer or employee, who is on deputation to the BVM, and if the disciplinary authority of foreign organisation is of the opinion that his services are not required in the light of the charges levelled against him, it will place his services at the disposal of the lending authority along with the list Of the charges with evidences for such action as it may deem necessary.

**For all other employees of BVM, the process is detailed as under:**

**Need for a Disciplinary Procedure**

Disciplinary rules and procedures help to promote orderly employer – employee relations as well as fairness and consistency in the treatment of individuals. Disciplinary procedures are also a legal requirement in certain circumstances. Employees are explained what behaviour employers expect from them. If an employee breaks specific rules, this action is termed as "misconduct". Employers use disciplinary procedures and actions to deal with situations where employees allegedly break / flout rules.

Disciplinary procedures may also be used where employees don’t meet their employer’s expectations in the way they do their job. These cases, may be termed as unsatisfactory performance (or capability), may require different treatment from misconduct, and disciplinary procedures should allow for this.

A disciplinary procedure will:

• Encourage employees to achieve and maintain standards of behaviour  
• Provide a fair and consistent method of dealing with alleged failures against defined rules of conduct  
• Remind managers and supervisors how disciplinary matters should be handled  
• Minimise disagreements about disciplinary matters  
• Reduce the need for dismissals
Characteristics of a Disciplinary Procedure

While the procedure could be tailored to an organisation’s need, but it should:

- Be in writing
- Not discriminate on grounds of race, sex or disability, religion or belief, caste or creed
- Specify to whom it applies
- Explain the penalties
- Deal with matters quickly
- Give employees the right to be accompanied
- Give employees the right to put their side of the case
- Specify who has the authority to take disciplinary actions
- Ensure that action is not taken without careful investigation
- Provide a right to appeal

Acts of Misconduct

“Misconduct” means improper conduct or wrongful behaviour. However, while dealing with employees in an organisation, the term ‘misconduct’ has to be seen with reference to the rules and regulations applicable to the various categories of employees working in the organisation.

Report of Misconduct

Complaint is the starting point of any disciplinary action. For initiating disciplinary action the management should invariably get a specific written complaint. Complaint is clear, sequential narration of the facts of incidence of indiscipline by the complainant.

A Reporting Authority and Appellate Authority matrix is detailed in Annexure 34

Since any disciplinary action may have consequences for the said employee, it is essential that every complainant should bear in mind the following:

- Reproduce in writing whatever has happened immediately and not rely on memory
- Submit the complaint in the shape of report of misconduct without any delay to superiors
- Avoid dictating the complaint to somebody else
- Submit the complaint in writing. It could be typed / handwritten or sent by an email
- Narrate the actual facts rather than adding impressions or guesses
- Take written statements of all whoever has any facts relating to the complaint or witnessed the incident

The Report of misconduct should invariably give the following details:

- Full name of the person who committed the act of misconduct
- Designation
- Department
- Date and time of incident;
- Place of occurrence;
- Details of misconduct;
- Name of witnesses, if any
- Recorded statements, if any
**Detailing Steps of Disciplinary Proceedings**

**Preliminary Enquiry**

As soon as a complaint is received, a prima-facie fact finding should be done by the Officer who has received the complaint and thereafter a formal charge-sheet may be issued to the concerned employee.

**Principles of Natural Justice**

The procedure for taking disciplinary action against any delinquent employee must be based on principles of "natural justice" - that are in conformity with the principles of a Welfare State.

To hold an enquiry in conformity with the principles of natural justice, the following conditions are to be met:
- The employee proceeded against has been informed clearly of the charges levellled against him
- The witnesses are examined ordinarily in the presence of the employee in respect of the charges
- The employee is given a fair opportunity to cross-examine the witnesses
- The employee is given a fair opportunity to examine his own witnesses, including himself in his defence if he so wishes
- The enquiry officer records his findings with reasons for the same in his report

**Charge Sheet**

Check-List for preparation of Charge-Sheet
- Date of Charge-sheet
- Correct Name, Designation, Department and Employee No. of concerned employee
- Specify date of incident
- Description of incident
- Reproduce the language in verbatim if there are words of abuses, defamation or threat

**Guidelines for preparing Charge-sheet**
- The Charge-sheet should be specific and must spell out all the relevant particulars of the misconduct
- As far as possible, it should be precisely mentioned in the Charge-sheet the rule or clause under which the charges constitute acts of misconduct so as to enable the employee to determine applicability of rules in this context
- The Charge-sheet must be signed by the competent authority (as defined in the Annexure 34)
- invalid because it is signed by incompetent authority unless the charges are really so
- If the charge is of abusing or threatening in nature, write the exact words used, in the Charge-sheet
- Avoid using abbreviations such as "etc." and also phrases such as "such other things"
- If the previous record of the employee is referred to, then sufficient particulars of the previous record should be given in the Charge-sheet

**Time period to reply to Charge-sheet**

A reasonable period of time should be given to the employee to submit his reply to the charge-sheet but not less than 72 hours.
Service of Charge-sheet
Serving the Charge-sheet on the delinquent employee plays a very important role in disciplinary proceedings. Hence, all efforts should be made by the employer to see that the Charge-sheet is served on the delinquent employee.

- The Charge-sheet may be handed over to the employee and his signature or thumb-impression of his having received the same obtained on the office copy.
- If the employee concerned asks for the Charge-sheet being made out in the language that he understands, the same should be done.
- If the employee either refuses to accept or give acknowledgement of the Charge-sheet or is not present in the Organisation due to suspension or any other reason, the Charge-sheet should be sent to his last known and recorded address (both local as well as permanent) by Registered Post/Speed post/Courier with acknowledgement due.
- In case of absence or refusal of the employee to take the Charge-sheet or refusal to give acknowledgement of its receipt, a copy of the same should also be displayed on Notice Board. If all efforts to serve the Charge-sheet on the employee fail, the Charge-sheet may be published in some local/regional newspaper with a wide circulation.

Suspension

- Suspension from duty means keeping an employee away from work-place temporarily for reasons of discipline. Suspension does not mean removal from service.
- If an employee has committed such serious acts of misconduct such as assault, sabotage and his presence inside the work premises poses threat to safety of other employees and material, he may be placed under suspension immediately.
- The disciplinary authority has a right to keep an employee under suspension, if he is accused in a court of law of any criminal offence, until the disposal of the trial. In this case sufficient evidence is required from the Police/Judicial authorities.
- Even though an employee is not suspended pending enquiry, if it is decided to punish him by way of suspension for the acts of misconduct committed by him, the disciplinary authority may do so after the conclusion of enquiry in which case the suspended employee will not be entitled to any payment for the period of suspension since it is a punishment imposed on him.
- During the period of suspension, the suspended employee shall not enter the work-premises without the permission of the disciplinary authority or any other authority competent to do so.
- No leave shall be granted to a suspended employee during the period of suspension.
- If an employee suspended pending enquiry submits resignation, it is normally not accepted unless it is in the company's interest.
Penalties and their Imposition by the Reporting and / or Appellate Authority

The penalty proposed should normally be commensurate with the gravity of the ‘misconduct’ by the Reporting and/or Appellate authority.

Warning
Warning will be in writing. When it is in writing, it forms a part of one’s record of service and reflects on the conduct and efficiency of the employee. It can also be used in awarding severe punishment in future, in case of habitual repetition of the same offence.

Issue of warning does not affect wages of the employee nor does it have any bearing on the status or future increment of the employee. It merely amounts to a displeasure by the management that such an act of the employee is not looked in with favour by the management and is just to inspire awe in the mind of the employee to be a bit more vigilant, careful and responsible and make it clear to him that if he persists in that action it is likely to bring him into trouble.

Fine
It may be defined as sum of money fixed as penalty for an act of misconduct. It is a deduction made from the salary of an employee as a punishment.

Forced Leave
Forced leave may be ordered as a punishment (as a penalty), or can be inflicted on an employee after the completion of the formalities of the disciplinary proceedings. For this period there will be no honorarium.

Removal and Dismissal
In ordinary parlance both these words mean the termination of an employee's service. However, there is a slight distinction between the two in the sense that the removal from service does not disqualify an employee from re-employment in the organisation whereas dismissal from service does disqualify him from such reemployment; and thus, dismissal is the severest of all the penalties. Removal or dismissal is due to gross misconduct on the part of an employee and is resorted to generally for such:

• Conduct on the part of the employee as may be deemed to be inconsistent or incompatible for discharge of his duties; and
• Immorality on his part as may bring the employer in disrepute

No order of removal or dismissal from service shall be made by an authority lower than the appointing authority of the employee concerned, notwithstanding the fact that the appointing authority might have subsequently delegated the power of appointment of employees of the category/rank to which the employee belongs to such lower authority. Names of the dismissed employees shall be communicated to the different department /locations in order to prevent their re-employment in the organisation.

APPELLATE PROCEDURE

An employee on whom any of the penalties is imposed shall have the right of appeal to the authority notified in this behalf. The appeal shall be submitted within 7 days of the receipt of the order of the disciplinary authority.

The opportunity to appeal against a disciplinary decision is essential to natural justice. Defects in the original disciplinary procedure may often be remedied through a properly held appeal.
The appeal procedure should

- Ensure that appeals are dealt within specified time frame, particularly those involving suspension or dismissal
- Ensure that the appeal be heard by someone senior in authority to the person who took the disciplinary decision and, if possible, who was not involved in the original meeting or decision
- Spell out what action may be taken by those hearing the appeal
- Set out the right to be accompanied at any appeal meeting

Ensure that the employee, or a companion if the employee so desires, with an opportunity to comment on any new evidence arising during the appeal before any decision is taken.
Timing and Attendance

HR Policy No. 12, Version 1.0

Issue date: 

Applicability date: 

Document history

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</table>
1. **Policy Statement**

The policy provides employees with information about official timings, reporting to office as per the assigned time, remain on duty during scheduled work hours, and attendance mechanism in general.

2. **Policy Purpose**

To streamline and regulate the attendance of all Bihar Vikas Mission (BVM) employees present across all locations.

3. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

4. **Policy details**

4.1 General

   4.1.1 Employees are expected to make sure they reach office before time and register their entry time on the system or in the attendance register so as to comply with the official timings.

   4.1.2 Timings (entry and exit) registered by the biometric system or recorded in the time and attendance register will be used for calculating leaves / absence / half day(s) / short leave(s) / salary of employees. Therefore, it is advised to reach office before time so that employees have sufficient time to access biometric system or sign their timings.

   4.1.3 Time entry for all the employees is mandatory. In case an employee miss out the same, attendance will be evaluated as per policy.

4.2 In case an employee is absent for 5 (five) continuous working days without any electronic / written / verbal notification (phone call / SMS / WhatsApp through a registered mobile number or e-mail id), it will be deemed that employee has abandoned voluntarily and terminated the contract with BVM.

4.3 Further details on the Timing and Attendance policy are as follows –

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1   | Working days      | **For Head Office:** Monday to Friday  
**For other offices:** Monday to Saturday  
*Head Office of BVM / Department HQ / or any other related office located in Patna* |
| 2   | Office timing     | • For Head Office: 09:30 AM – 6:00 PM  
• For other offices: 10:00 AM – 5:00 PM  
• Employees will be required to be present at work as & when directed, irrespective of timing |
| 3   | Entering office   | • Daily attendance is monitored through biometric system or time and attendance register/HRMS  
• Registering **entry time** is **mandatory** for all employees |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
</table>
| 4 | Late to office | - **Late by up to 1 hour** after the official entry time  
                               - Half day Casual Leave will be deducted and in case of no leave  
                                 balance, half day leave without pay will be marked |
| 5 | Lunch Interval | - 30 minutes from **1:30 PM – 2:00 PM** |
| 6 | Leaving office / or as per HRMS | - Register your **out time** in the biometric system or attendance register  
                                - Missing out time record is allowed **only 03 (three) times in a month**  
                                   - 4th instance onwards, full day leave will be marked  
                                - Leaving 30 minutes early is allowed only 03 (three) times a month.  
                                 Thereafter, show cause notice will be issued by the Controlling Officer |
| 7 | On duty / out of office for work | - Inform Controlling Officer through **written or electronic mode** by their registered mobile number / e-mail id and **acknowledgement** from the Controlling Officer  
                                      - Controlling Officer will inform concerned HR and send a field report  
                                        - If he fails to do so, then the employee will be marked as absent. |
| 8 | Half day | Continuous working period of **4 hours excluding lunch break** |
| 9 | Absent | Work of less than **4 continuous hours excluding lunch break** in a day |
| 10 | Short Leave | - Allowed - Reporting to work up to 2 hours late or leaving from work up to 2 hours early; a maximum of 3 times in a month. Thereafter, half day leave will be marked  
                                         - Inform Controlling Officer in advance through electronic / written / verbal notification (phone call / SMS / WhatsApp from registered mobile number or registered e-mail id) |
| 11 | Honorarium deduction | - All the leaves will be deducted from leave balance  
                               - If no leaves exist in the leave balance, then honorarium will be deducted accordingly |
| 12 | Over time/Compensatory Off | **No overtime** for any work is payable. **No Compensatory off** will be provided for working overtime or for working on weekly off/public holidays |
| 13 | Attendance Statement | Monthly **attendance statement and leave balance** to be shared with all employees by the HR as part of salary statement through HRMS |
Dress Code

HR Policy No. 13, Version 1.0

Issue date: ______

Applicability date: ________

Document history

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</tbody>
</table>
1. **Policy Purpose**

The intent of the policy is to create a comfortable yet professional work environment.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Policy Details**

3.1. All the employees are expected to maintain personal grooming and hygiene at work place. Following are the indicative dress code guidelines –

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Men</strong></td>
</tr>
<tr>
<td>1</td>
<td>Dress / clothing</td>
<td>• Clean formal trousers and collar shirt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• It should not be torn.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No slogans on it as well</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Appearance</td>
<td>• Clean shaved/well-groomed beard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Combed hair</td>
</tr>
<tr>
<td>3</td>
<td>Footwear</td>
<td>• Formal shoes / sandals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No slippers allowed</td>
</tr>
<tr>
<td>4</td>
<td>Not Allowed</td>
<td>• Kurta, pyjamas, t-shirts, jeans, shorts, half pants, slippers, and attire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in gaudy colors not allowed</td>
</tr>
</tbody>
</table>

**Please note:**
A. Wear clothes/dresses that do not hurt religious feelings/sentiments of other employee(s).
B. By HR notification regarding celebrating festival(s) in office, employees can wear traditional dress for festival(s) only.
Appropriate Use of Technology

HR Policy No. 14, Version 1.0
Issue date: _________
Applicability date: ______

Document history

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</table>
The primary purpose of Bihar Vikas Mission (BVM)-owned technology is to accomplish work in line with its values & objectives. All technology and related information must be dealt with appropriate discretion to protect the interests of the Mission and its stakeholders. It is imperative for all employees to understand and use BVM-owned technology in a manner consistent with the guiding principles outlined in this policy.

1. Policy Purpose

To ensure all employees use technology provided to them, as a part of their employment with the Bihar Vikas Mission, in a responsible manner.

2. Applicability

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. Responsibility

The HR and IT Cell is responsible for this policy’s success and ensuring the appropriate use of technology.

4. Definition/Scope

Technology for the purpose of this policy covers all electronic systems including but not limited to printers, fax machines, photocopy machines, desktops, laptops, shared network services, software & all related technology devices that employees will use or access for any work related to BVM.

5. Policy Guidelines

The policy and usage guidelines are as follows:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Guidelines</td>
<td>• BVM reserves the right to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o <strong>Monitor or access</strong> individual or group use of any of its owned technologies—with or without notice—to ensure appropriate use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o <strong>Replace, remove or revoke</strong> usage of hardware/software at any time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o <strong>Proprietary ownership of any data/content (including personal documents)</strong> created, stored, sent or received on BVM owned</td>
</tr>
<tr>
<td></td>
<td></td>
<td>technologies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All communication on any BVM owned technology platform must be formal and professional.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use of BVM owned technology for actions that are harassing, discriminatory, and illegal and/or for entertainment, personal work and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>financial gains will not be tolerated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Eating/Drinking at workstations or any action that may cause potential damage to BVM owned technology is prohibited.</td>
</tr>
</tbody>
</table>
BVM – Appropriate Use of Technology

- All information will be shared on a need-to-know basis. Each user will be given necessary (and restricted) access to technology. It is mandatory to follow the access limits strictly.
- Separating employees must return all BVM related technologies (hardware or software) along with information/data contained within them before leaving.
- All information requirements, queries, complaints, etc. regarding BVM owned technology should be directed to the IT help desk.
- Any breach of any of the above guidelines on ‘Appropriate Use of Technology’ may lead to strict disciplinary action against the concerned employee, as directed by the IT Cell of BVM.

| 2 | Specific Usage Guidelines | Detailed policy do’s and don’ts on use of hardware, software, email, internet along with access and disciplinary guidelines will be issued by the IT Cell/Help Desk |
Grievance Redressal
HR Policy No. 15, Version 1.0

Issue date: _______
Applicability date: _______

Document history

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Bihar Vikas Mission (BVM) recognises that grievances are incidental to the work environment and that they need to be positively addressed and resolved. The Grievance Procedure is one of the most important means available to the employees in providing a channel to express his dissatisfaction or discontentment and ensure swift redressal of the same.

1. Policy Purpose

To settle grievances of the employee in a uniform manner within shortest possible time at lowest possible level of authority

2. Applicability

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. Responsibility

HR Cell along with the Grievance Redressal Committee is responsible for successful redressal of employee grievances.

4. Definition/Scope

‘Grievance’ is a cause or source of grief or hardship or burden or distress. Grievance matters stated below under can/cannot be invoked by an aggrieved employee under the scope of this policy:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Grievance</th>
<th>Covered in Policy Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Working conditions</td>
<td>Yes</td>
</tr>
<tr>
<td>4.2</td>
<td>Salary payment</td>
<td>Yes</td>
</tr>
<tr>
<td>4.3</td>
<td>Reimbursement and other dues</td>
<td>Yes</td>
</tr>
<tr>
<td>4.4</td>
<td>Leave</td>
<td>Yes</td>
</tr>
<tr>
<td>4.5</td>
<td>Transfer</td>
<td>No</td>
</tr>
<tr>
<td>4.6</td>
<td>Matters relating to disciplinary enquiry, action and vigilance</td>
<td>No</td>
</tr>
<tr>
<td>4.7</td>
<td>Terms of Appointment settled before joining</td>
<td>No</td>
</tr>
<tr>
<td>4.8</td>
<td>Performance Evaluation</td>
<td>No</td>
</tr>
</tbody>
</table>

5. Policy Guidelines

5.1. Employees should aim to settle grievances informally wherever possible.
5.2. This mechanism is not an alternative for the normal official channels, but an additional support for staff to seek redressal for their grievances when the official channel fails to provide quick and satisfactory responses.
5.3. All complaints should be treated with utmost confidentiality and sensitivity.
5.4. All complaints should follow the process specified in the policy.
6. Procedure

6.1. Procedure to be followed by Individual employees

<table>
<thead>
<tr>
<th>Stage</th>
<th>From</th>
<th>To</th>
<th>Form to be filled</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee</td>
<td>Immediate Reporting Manager</td>
<td>Form I – Part A</td>
<td>-</td>
</tr>
<tr>
<td>1a</td>
<td>Immediate Reporting Manager</td>
<td>Employee</td>
<td>Form I – Part B</td>
<td>7 Days</td>
</tr>
<tr>
<td>2</td>
<td>Employee</td>
<td>Skip Level Manager</td>
<td>Form II – Part A</td>
<td>15 Days from receiving reply from Reporting Manager</td>
</tr>
<tr>
<td>2a</td>
<td>Skip Level Manager</td>
<td>Employee</td>
<td>Form II – Part B</td>
<td>15 Days from date of receiving complaint</td>
</tr>
<tr>
<td>3</td>
<td>Employee</td>
<td>Grievance Redressal Committee</td>
<td>Form III – Part A</td>
<td>15 Days from date of receiving reply from Skip Level Manager</td>
</tr>
<tr>
<td>3a</td>
<td>Grievance Redressal Committee</td>
<td>Employee</td>
<td>Form III – Part B</td>
<td>30 Days from date of receiving complaint</td>
</tr>
</tbody>
</table>

Stage 1 – Reporting Stage
a) If employees have a problem or grievance relating to their employment, they should discuss it informally with their immediate reporting manager. Most grievances are likely to be resolved satisfactorily at this stage.

b) If the employees wish to report the grievance formally, they can lodge their grievance in writing (Form I – Part A, detailed in Annexure 21) with their immediate reporting manager.

c) The superior must endeavor to solve the problem within 7 (seven) working days of raising the issue and communicate his decision in writing (Form I – Part B) to the aggrieved employee.

d) Should the employee not be satisfied with the outcome, he may proceed to Step 2.

Stage 2 – Skip Level Stage
a) If the employee is not satisfied with the outcome, or has not received an acceptable response, then he can further seek redressal (Form II – Part A as detailed in Annexure 22) within 15 (fifteen) working days from the date on which the decision was communicated to him.

b) The skip level manager will call for the grievance along with the reply from aggrieved employee’s immediate superior (Form I – Part A and B) for further action.

c) The skip level manager must endeavor to solve the problem within 15 (fifteen) working days from the receipt of grievance and communicate his decision in writing (Form II – Part B) to the aggrieved employee.

d) Should the employee not be satisfied with the outcome, he may proceed to step 3.
Stage 3 – Grievance Redressal Committee / Appellate Authority

A 3 (three) member committee to settle grievances will be constituted at the state level. At least one person in each of the committees should be a woman. The Chairperson and every member of the committee will hold office for a period not exceeding 2 (two) years. One of these will be appointed as the Committee Nodal Officer. The Committee Nodal Officer will maintain an electronic/digital register of all grievances referred to the Grievance Redressal Committee and number of grievances settled/ pending. All case proceedings will be recorded.

a) If the employee still feels that his grievance has not been resolved satisfactorily or if he fails to receive the reply within stipulated period, he may submit his grievance in the prescribed form (Form III – A, as detailed in Annexure 23) to the Grievance Redressal Committee.

b) It must be submitted within a period of 15 (fifteen) working days from the date on which the decision at Stage-II was communicated to him/her.

c) The employee should give full details of the problem in written including the reasons why he feels dissatisfied with the response that he has received so far.

d) An acknowledgement of the lodged grievance will be issued (in writing or through mail) by Grievance Redressal Committee within a day of its receipt.

e) The employee will then be invited to attend a formal meeting with the Grievance Redressal Committee and the HR Coordinator who will hear and attempt to resolve the matter within a period of 30 (thirty) working days of receiving the details of the grievance in written.

f) The decision of the Grievance Redressal Committee (Form III – B) will be final and binding.

Matrix detailing Reporting Stage, Skip-Level Stage, Appellate Authority / Grievance Redressal Committee members is in Annexure 20
Grievance Redressal Procedure

Stage I
Discuss it informally with their immediate

Yes

Stage II
Employee can further seek redressal within 15 working days from the date on which the decision was

No
Superior must try to solve the problem within 7 (seven) working days of raising the issue and communicate his decision in writing

Yes
Skip level manager must endeavor to solve the problem within 15 working days from the receipt of grievance and communicate the decision in writing

Stage III
A 3 (three) member committee to settle grievances will be constituted at the state level.

Grievance Redressal Committee and the HR Coordinator will hear and attempt to resolve the matter within a period of 30 (thirty) working days of receiving the details of the grievance in written

The decision of the Grievance Redressal Committee will be final and binding.

END

Grievance Redressal

Grievance Resolved

Stage I

Stage II

Stage III

Should the employee not be satisfied with the outcome, he may proceed to stage III. She/he may submit his grievance to a Grievance Redressal Committee within 15 (fifteen) working days from the date on which the decision at Stage-II was communicated.
Anti-Sexual Harassment
HR Policy No. 16, Version 1.0

Issue date: ________
Applicability date: ________

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</table>


1. Policy Statement

Bihar Vikas Mission (BVM) values the dignity of all employees working in the organisation and aims to nurture a safe working environment. Hence, BVM prohibits any act of sexual harassment against or by any employee.

This policy intends to disallow such occurrences and also details procedures to follow for the resolution, settlement or prosecution of acts of sexual harassment.

2. Applicability

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, and employees on Third-Party Payroll, except otherwise provided.

The policy also extends to those who are not employees of BVM, such as vendors, visitors etc., but are subjected to sexual harassment at BVM workplace at all the locations, other locations (like guesthouse, hotels, home) by or to BVM employees.

3. Responsibility

HR Cell is responsible for implementation of this policy and successful prevention of sexual harassment at BVM workplace at all the locations, other locations (like guesthouse, hotels, home) by or to BVM employees.

4. Definition

4.1 “Sexual harassment” includes any unwelcome sexually determined behavior (direct or implied) such as
- Physical contact and advances
- Unwelcome communications or invitations
- Demand or request for sexual favors
- Direct or implied request by any staff for sexual favors in exchange for actual or promised job benefits such as favorable reviews, increments, promotions, benefits or continued employment
- Sexually colored remarks
- Showing pornographic material
- Any other unwelcome “sexually determined behavior” (physical/verbal/non-verbal conduct)

4.2 “Workplace” includes:
- All business locations of BVM
- Any external location visited by employees due to or during the course of their employment and interaction with BVM such as offices across locations, guest houses etc
- Any mode of transport provided by BVM (or a representative of BVM) for undertaking a journey to and from the aforementioned locations
5. Redressal Committee

BVM will have a state level **centralised committee of five members** to address any complaints of sexual harassment. The Committee will be will be headed by a woman employee. **Not less than half of the members will be women.** The centrally nominated members will review all cases of sexual harassment reported within BVM, on case to case basis. In addition to handling complaints of sexual harassment, the committees will also co-ordinate preventive activities to create a sexual harassment free atmosphere via:

- Common Information mailers
- Floating Articles on the same, from time to time

The **Chairperson and every Member of the Committee** will hold office for a period **not exceeding two years**, from the date of their nomination. The committee members will be provided necessary inputs by the HR Cell to handle such issues effectively and with the required sensitivity and concern.

At the District level, already established **‘Local Complaints Committees’ ("LCC")** will receive and investigate complaints regarding sexual harassment. LCC will investigate the complaint within a stipulated time frame as detailed below. Investigation report and recommendation on actions to be taken will be communicated only after the directives of District Magistrate.

If the aggrieved or accused party is not satisfied after the post-facto action report, has the option of appealing further to the state level **Central Committee** formed under the jurisdiction of Member Secretary. After filing complaint with the Central Committee investigation process will begin. Investigation of report and recommendation on actions taken will be communicated only after the directives of Member Secretary.

Excluding the district level roles all other complaints must be sent to the Complaints Committee of BVM headed by Member Secretary’s Office and as formed from time to time.

6. Procedure for dealing with complaints

6.1. Filing of a complaint

6.1.1. If any employee believes that she has been subjected to sexual harassment, may file a complaint with any member of the committee in written form (letter/email) as detailed in Annexure 24.

6.1.2. **Complaints must be brought within 1 month of the incident of Sexual Harassment.**

6.1.3. The complaint will include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any along with complainant’s signature.

6.1.4. The committee member on receiving a complaint will intimate the committee head. The committee head will arrange for a **meeting within one week of receipt** of the complaint for discussing the complaint raised.

6.1.5. Complaints made anonymously or by a third party will not be entertained.

6.1.6. Complaints after the expiry of employee’s contract with BVM will not be entertained.

6.1.7. Where the aggrieved employee is unable to make a complaint on account of her/his physical or mental incapacity or death or otherwise, her/his legal heir or such other person as may be prescribed may make a complaint within 1 month of the incident.
6.2. Process of enquiry

6.2.1. The Committee will organise verbal hearings with the complainant and the accused.

6.2.2. The accused will be asked to prepare a response to the statement of allegations and submit to the Committee within 7 working days.

6.2.3. The statements and other evidence obtained in the inquiry process will be considered confidential.

6.2.4. The Committee will take testimonies of other relevant persons and review the evidence wherever necessary. The committee should ensure that sufficient care is taken to avoid any retaliation against the witnesses.

6.2.5. The Committee will conduct inquiry in accordance with the practices of natural justice, i.e. the complainant will be offered to the accused for cross-examination and vice versa.

6.2.6. During the inquiry process, the complainant and the accused will be expected to refrain from any form of threat, intimidation or influencing of witnesses.

6.2.7. The Committee will ensure confidentiality during the inquiry process and will provide both parties with reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.

6.2.8. The Committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.

6.2.9. The committee will be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimised nor discriminated against while dealing with a complaint of sexual harassment. In this regard the committee will also have the discretion to make appropriate interim recommendations in relation to an accused person (pending the outcome of a complaint) including suspension, transfer, leave, change of work location etc.

6.2.10. The enquiry report will be submitted to Complaints Committee with recommendations to Complaints Committee within 2 weeks of completion of hearings (as detailed in Annexure 25).

6.2.11. Both parties will be informed of the results within 10 days of decision of the committee.

6.3. Decision and Action

6.3.1. Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations.

6.3.2. If it is determined beyond reasonable doubt that harassment has occurred; the accused will be immediately terminated from the employment of BVM.

6.3.3. This anti-sexual harassment policy will not, however, be used to raise malicious complaints. If a false complaint has been made, as demonstrated by clear and convincing evidence, such an employee (false complainant) will be terminated from the employment of BVM.

6.3.4. The disciplinary action will be carried out by the HR Cell. All related documents will be maintained in a separate folder, ensuring confidentiality.
Employee Records

HR Policy No. 17, Version 1.0

Issue date: __________
Applicability date: ______________

<table>
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<tr>
<th>Version</th>
<th>Date</th>
<th>Author (function)</th>
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All organisations, however large or small, need to keep certain records for the purpose of law and internal use. Well-maintained employee records in Bihar Vikas Mission (BVM or Mission) are necessary for the formulation and implementation of employment policies and procedures for recruitment, training and development. They also help ensure that workers receive their correct pay, leaves and other entitlements and benefits. They can also provide the raw data to monitor equal opportunities for staff. These records assist the organisation and contribute to its overall success.

1. **Policy Purpose**

The purpose of this policy is to maintain the personal/professional record of all employees for future reference and information.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, employees on Foreign posting/Deputation to BVM from Government of Bihar and employees on Third-Party Payroll, except otherwise provided.

Notwithstanding anything in this manual, shall be contravening of the rules and regulations stated in Bihar Service Code (1952) or any further notification from Government of Bihar.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

The HR Cell of BVM is responsible for maintaining the employee records mentioned in this policy.

4. **Definition/Scope**

For purposes of this policy, “personnel records” or “employee records” mean information submitted by and pertaining to each employee of BVM, in paper or electronic format.

<table>
<thead>
<tr>
<th>Submitted by Employees at Joining</th>
<th>During Service</th>
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</thead>
<tbody>
<tr>
<td>• Mentioned in the Joining Document Checklist</td>
<td>• Performance Review remarks</td>
</tr>
<tr>
<td></td>
<td>• Communication issued in respect of salary revision</td>
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<tr>
<td></td>
<td>• Communication issued in respect of transfers</td>
</tr>
<tr>
<td></td>
<td>• Communication and papers relating to grievance/disciplinary actions, if initiated.</td>
</tr>
</tbody>
</table>

Refer to Annexure 5 as part of Joining and Orientation Policy for associated documents/proofs.
5. Usage Guidelines

5.1. Guidelines for storing personal files and records

5.1.1. Employees must submit all necessary documents for ‘Employee Records’ from their end to the HR Cell within a week of joining.

5.1.2. Employees who have responsibility for maintaining any part of an employee record will maintain those records in a secure environment with restricted access.

5.1.3. The employee records will be maintained by the Controlling Officer at the District/Department/Function level.

5.1.4. A copy will also be maintained centrally at the State level.

5.1.5. The personal file should be treated as a "confidential" document.

5.2. Guidelines for Access to Personal Files and Records

5.2.1. Access to Employee Records is limited to immediate supervisor, department head and Human Resources staff. Employee Records and Personal Files will be given to others only with prior permission from the Head of HR.

5.2.2. Every employee has the right to review his personnel file/employee records. To review, an employee should schedule an appointment over email with a member of the Human Resources staff/Controlling Officer who will be present to answer any questions about materials in the file.

5.2.3. Employment Records and Personal Information may be disclosed to third parties only with the relevant individual's consent or depending on legal compliances.

5.2.4. All Officials dealing with such records and documents should treat it with utmost confidence and ensure that there is no accidental or deliberate disclosure of such personal information to any third party unless otherwise authorised, as above.

5.2.5. Any deviation from this will attract disciplinary action.

5.3. Guidelines for Updating of Records

5.3.1. All employee records and personal files will be updated periodically.

5.3.2. Employees are responsible for notifying the HR Cell/Controlling Officer of any changes in Employee records/personal information on a timely basis. Relevant changes include those except:

5.3.2.1. Name change (without due process) / Date of Birth

5.3.2.2. Change in permanent address (if not deemed necessary)

5.3.2.3. Change in personal email id (if not deemed necessary)

5.3.2.4. Change in PAN/Aadhar Number/Voter ID

5.3.2.5. Change in Emergency contact (if not deemed necessary)

5.3.3. Employees need to use the Employee Change of Personal Information form along with any associated documentation, to update their employee records.

5.3.4. Employees who have responsibility for updating any part of an employee record will update those records in a secure environment.

When an employee transfers to a new manager, department, or location, HR Cell will transfer all records of transferred staff will be transferred from the Controlling Officer of the previous administrative unit to the Controlling Officer of the new unit to which the. The above said record of any employee/group of employees may be disposed off on the discretion of the HR Head.
Employee Rehire/Contract Renewal
HR Policy No. 18, Version 1.0

Issue date:_____

Applicability date:_____

Document history

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1. **Policy Statement**

Bihar Vikas Mission (also referred as BVM, Mission) recognises the advantages of rehiring employees with noteworthy performance and/or separated employees. The purpose of this policy is to lay out clear processes and requirements to be followed for the same.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract, and employees on Third-Party Payroll, except otherwise provided.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

The HR Cell of BVM is responsible for this policy’s success.

4. **Definition/Scope**

All employees/ex-employees except the ones terminated on account of misconduct or any other disciplinary breach will be covered under the scope and definition of this policy.

5. **Guidelines and Conditions for Rehiring of existing employee**

5.1. Contract Renewal of an existing employee may be considered based on employee performance. However, **contract renewal is not a right.** It is discretionary and subject to terms and conditions of Bihar Vikas Mission.

5.2. Contract will be renewed at terms and conditions prevailing at the date of renewal. It is the right of the prospective employee to accept or reject the terms of renewal.

5.3. The employee must have cleared all pending monetary and other handovers at the time of contract renewal. In case any dues are pending, the person can be considered for re-hire only after approval from the HR Cell.

5.4. The date of rehire will be considered as the first day of a fresh/new employment.

6. **Guidelines and Conditions for Rehiring of separated employees**

6.1. Rehiring of a separated employee will only be considered if he/she had not been terminated owing to misconduct/harassment/poor performance or other disciplinary issues.

6.2. Employees currently working, in a full time permanent or contractual or part time capacity, in any NGO / Corporation / Society / Company / Department under the aegis of Government of Bihar will be eligible to apply for suitable relevant position with BVM only after submission of No Objection Certificate (NOC) from appropriate Controlling Officer at the time of application. On successful selection, such applicants will need to provide a No Dues Certificate and an experience-cum-relieving letter from their immediate previous place of work.

6.3. The employee must have cleared all pending monetary and other handovers at the time of separation/contract renewal. In case any dues are pending, the person can be considered for re-hire only after approval from the HR Head.
6.4. The date of rehire will be considered as the first day of a fresh/new employment.
6.5. The separated employee, who has been re-employed, will be subject to the same conditions of employment as a new hire like probation period, leaves, holidays etc. as per policy manual.
6.6. The following terms for re-hiring must be noted:

6.6.1. Contract Renewal/Rehire within a year of resignation: The former employee will be re-hired at the same level, and compensation. In case there has been a compensation revision at BVM in the interim, then the person being rehired may get an increment, subject to approval by HR Head.

6.6.2. Rehire between one to three years of resignation: The former employee may be re-hired up to one level above his last level in BVM. In case the employee is being re-hired at the same level and there has been a compensation revision at BVM in the interim, then the person being rehired may get the revised compensation, subject to approval by HR Head.

7. Rehiring/Renewal Process

7.1. Performance Indicators for contract renewal have been highlighted in the Performance Evaluation policy.
7.2. The tenure of hiring of the employees will be of 3 years and a fresh contract will be signed after every 11 months subject to satisfactory performance. The guidelines and conditions for recontract are as follows:

7.2.1. Signing of fresh contract with an existing employee will be considered based on employee performance. However, signing of fresh contract is not a right. It is discretionary and subject to terms and conditions of Bihar Vikas Mission.
7.2.2. Fresh contract will be signed at terms and conditions prevailing on that date. It is the right of the prospective employee to accept or reject the terms of fresh contract.
7.2.3. The date of signing of fresh contract will be considered as the first day of a fresh/new employment.

7.2.4. At no state the employee can claim permanent employment with the Bihar Vikas Mission / Government of Bihar.”

7.3. Separated employees can only apply for vacant positions openly advertised in public domains.
7.4. Ex-employees must meet the selection criteria set for the positions (in terms of age, qualification, experience, past performance, value alignment, interview etc.) for which they are applying and must participate in the normal selection process in order to be considered for the position.
7.5. The HR Cell re-hiring the ex-employee must validate the following, in writing, from the relevant HR where the employee was previously employed:

7.5.1. Completion of full and final settlement at the time of resignation
7.5.2. Reference checks with previous superior/s and Function Head
7.5.3. Employment details, tenure, last compensation, designation, job profile and reason for leaving and recommendations
7.5.4. Performance rating for the last years as applicable

7.6. HR Head reserves the right to reject any recommendation for rehiring, without assigning any reason.
# Separation

HR Policy No. 19, Version 1.0

Issue date: ________

Applicability date: ________

## Document history

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At Bihar Vikas Mission (BVM), we recognise there are occasions when the relationship with an employee cannot continue. Employees may separate from the organisation for various reasons. In all cases, it is imperative to follow procedures and guidelines to facilitate a smooth exit.

1. **Policy Purpose**

To outline procedural formalities that fall under separation and make the process as smooth as possible for the organisation as well as the employee.

2. **Applicability**

This policy applies to all employees working, aiding, facilitating at all levels in all locations of the BVM such as employees on Contract and employees on Third-Party Payroll, except otherwise provided.

Employees on foreign posting to BVM from Government of Bihar will follow exit/separation guidelines stated in the Bihar Service Code (1952).

Notwithstanding anything in this manual, shall be contravening of the rules and regulations stated in Bihar Service Code (1952) or any further notification from Government of Bihar.

However, BVM may, by the order of Competent Authority for reasons of exigencies and in the interest of organisation, exclude or include any class of employees or post from application of these policies.

3. **Responsibility**

The processes are the responsibility of HR and Finance Cell.

4. **Definition/Scope**

4.1. **Separation**:  
The term separation refers to the end of employment of an employee from the organisation.

4.2. **Resignation**  
Resignation is a voluntary separation initiated by the employee if he is desirous of leaving the services of Bihar Vikas Mission.

4.3. **Termination**  
Termination is the ceasing of employment when an employee is unable to meet BVM’s performance requirement, conduct, ethical and policy standards or providing any untrue statement in the personal information provided at the time of offer of employment.

4.4. **Contractual Termination**  
This refers to agreed separation on completion of specific period of employment as per terms and conditions of employment. For the purpose of this policy, the specific period is 11 months.

4.5. **No dues/settlement of dues**  
No Dues refers to clearance/Return/Settlement of Money, materials, other properties or any other articles or things issued by the company or specially entrusted to the employee or vice versa. Dues
include but are not limited to salary payable for the remaining days, leave encashment, loss/damage of company property, etc

4.6. **Notice Period**

All employees are required to give a notice, in writing, in accordance with the appointment letter/employment contract, if they wish to terminate their employment relationship with the organisation. For the purpose of this policy, the notice period is 30 days or compensation in lieu thereof. On completion of the said notice period, the employee's service with BVM will stand ceased.

5. **Types of Separation**

An employee's services may cease on account of any one of the following ways:

5.1. Termination of an employee from services of BVM as a result of misconduct, disciplinary action or inadequate performance.
5.2. Resignation by an employee
5.3. Non-Renewal of Contract/Contractual Termination
5.4. Desertion or Abandonment by employee
5.5. Disability/Long Illness/Death while in service

6. **Guidelines for Termination of Contract**

6.1. The organisation will initiate termination of employment when an employee is unable to meet the organisation's performance, conduct, ethical and policy standards.
6.2. Performance related terminations have been dealt with in the Performance Evaluation Policy
6.3. In case of disciplinary breach/inadequate performance, the employee may be called for a counseling session depending on the nature of the breach. Despite counseling, if the employee's current behavior persists, the employment may be terminated.
6.4. The duration that the employee is undergoing counseling will be treated as notice period and no other compensation will be paid to the employee. If no improvement is seen, the employee's services will be terminated without any further warning. In case of a serious disciplinary breach, the organisation may terminate the services of the employee without counseling or notice.
6.5. The following list covers activities that may result in termination for disciplinary breach. These activities include but are not limited to:
   6.5.1. Breach of trust or dishonesty
   6.5.2. Acceptance / giving of bribes
   6.5.3. Conviction of a felony
   6.5.4. Willful violation of an established policy or regulations
   6.5.5. Falsification of organisation records
   6.5.6. Gross negligence or Insubordination
   6.5.7. Harassment and/or Discrimination
   6.5.8. Undue and unauthorised absence from duty
   6.5.9. Deliberate non-performance of work
   6.5.10. Possession of dangerous weapons on the premises
   6.5.11. Unauthorised possession, use or copying of any records that are the property of the organisation
   6.5.12. Unauthorised posting or removal of notices from bulletin boards
   6.5.13. Fighting, Marring, defacing or other willful destruction of any supplies, equipment or property of the organisation
6.5.14. Substance abuse in office premises
6.5.15. Theft and/or Gambling, conducting games of chance or possession of such devices on the premises or during work hours

6.6. HR Cell will initiate the 'No Dues' process along with all relevant documents. The immediate reporting manager needs to ensure that the separating employee returns all organisation property before he/she leaves.

6.7. HR Cell will process the case and issue the status whether any amount is payable or recoverable to/from employee. Final Settlements will be managed by the Finance Cell.

7. Guidelines for Resignation

7.1. All employees are required to give a one month notice in writing if they wish to terminate their employment (or compensation in lieu thereof), stating the reason and tentative last day of work to the Controlling Officer. Where the organisation feels that the employee is in a sensitive position, the organisation may relieve the person earlier and pay compensation for the days of service remaining.

(As defined in Annexure 28)

7.2. The Controlling Officer will forward the resignation to the HR and Finance Cell.

7.3. The employee must initiate ‘No Dues’ process and send the completed form to HR Cell along with all relevant documents. The immediate reporting manager needs to ensure that the separating employee returns all organisation property before he/she leaves.

7.4. HR Cell will process the case and issue the status whether any amount is payable or recoverable to/from employee. Final Settlements will be managed by the Finance Cell.

(As defined in Annexure 32)

8. Guidelines for Non-Renewal of Contract

8.1. After the completion of contract period, HR Cell will initiate the ‘No Dues’ process along with all relevant documents. The immediate reporting manager needs to ensure that the separating employee returns all organisation property before he/she leaves.

8.2. HR Cell will send relevant document to concerned cell, which will process the case and issue the status whether any amount is payable or recoverable to/from employee. Final Settlements will be managed by the Finance Cell.

9. Guidelines for Desertion/Abandonment

If employee is absent without any electronic / written / verbal notification (phone call / SMS / WhatsApp through a registered mobile number or e-mail id) notification or information for 5 (five) continuous working days, it will be deemed that employee has abandoned voluntarily and terminated the contract with BVM

In such cases, BVM will make contacts over registered mobile number to enquire about reason of desertion.
If suitable answers are not received, BVM may serve at least two letters to the permanent residential address as per Society records. If required legal proceedings (notice through newspaper) may be initiated against the person. (As detailed in Annexure 29)
10. **Guidelines for Death of Employee**

In case of unfortunate death of an employee, Controlling Officer be responsible to prepare a status list of clearance from all offices/Cells of the Society and submit to HR Head for approval. A condolence message from the Society signed by the Member Secretary or as delegated may be sent to the bereaved family. (As detailed in Annexure 34) Outstanding amounts may be settled as per the accounting norms and care will be taken in identifying the designated beneficiaries. Finance Cell will process all dues.
### Bihar Vikas Mission
#### Manpower Requisition Form

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<th>Grade/Cadre</th>
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<tr>
<td>Office/Department/District for where the Resource is sought</td>
<td>Purpose of Hiring</td>
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<tr>
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<td>Reporting Authority</td>
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<td>Date by which required</td>
<td>Reservation Status</td>
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<tr>
<td>Duration/Tenure for which Resource is required</td>
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In-house experts available and their current roles

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Annexure 1
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<th>Age Limit</th>
<th>Minimum:</th>
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**Job Description/Key Accountabilities**

- **Annexure**

- **Job Requirements**
### Maximum (as on 1/8 of calendar year as per Government rules):

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<th>Any other relevant information</th>
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<tr>
<th>Budgeted Cost</th>
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<tr>
<td>Monthly</td>
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</table>

#### Requisitioned By: Approved By:

Name: ____________________ Name: ____________________

Designation: _______________ Designation: _______________

#### Final Approval By:

Name: ____________________

Designation: _______________

Date: ____________________
Bihar Vikas Mission
Application Form

(To be filled in own handwriting in Block Letters)

1. Position Applied For: ________________________________

2. Full Name: ________________________________________

3. Father’s / Husband’s Name (in full): ____________________

4. Contact Details:
   Present Address: ______________________________________
   Permanent Address: _____________________________________
   Tel. Nos.: _____________________________________________
   Mobile: ______________________________________________
   E-Mail: ______________________________________________

5. Date of Birth ___________/______________/______________

6. Age as on date: ______ years _______ months

7. Height: _________ (Ft. /Inch.) Weight: _____Kg.

8. Health: (Please give details of past illness, if any): ________________

Details of any major operation undergone: ________________________________

9. Marital Status: _________________________________________

10. Passport Details:
    Date of Issue: _______________________________________
    Place of Issue: _______________________________________
    Passport Number: ________________________________
11. **Particular of Dependents:**

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12. **Earning Members of Family:**

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13. **Source and Amount of any other income:**

__________________________________________________________________________________

__________________________________________________________________________________

14. **Educational Qualifications:** Mention in details the educational qualification starting from High School / Secondary School.

(Please attach a copy of each of all Certificates regarding educational qualification)

<table>
<thead>
<tr>
<th>Name and Address of School / College</th>
<th>University / Board</th>
<th>Year From –To</th>
<th>Degree Exam. Taken</th>
<th>Subject / Specialisation</th>
<th>Division / Class</th>
<th>Marks %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
15. Have you been involved in any proceedings in the court of law? If yes, give particulars:
___________________________________________________________________________
___________________________________________________________________________

16. Give details of your involvement with politics, trade unions & litigation (if any):
___________________________________________________________________________
___________________________________________________________________________

17. Experience: Please attach a copy of each testimonial. If more space is required, please attach separate sheet.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Name &amp; Address of Employer</th>
<th>Designation at Time of Joining</th>
<th>Designation at Time of Leaving</th>
<th>Salary Drawn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
18. Two professional reference you have been associated with but are not related to you:

1. Name: ____________________________________________
   Designation: ________________________________________
   Organisation: ________________________________________
   Contact Address: ____________________________________
   Contact No.: ________________________________________

2. Name: ____________________________________________
   Designation: ________________________________________
   Organisation: ________________________________________
   Contact Address: ____________________________________
   Contact No.: ________________________________________

Declaration

I hereby certify that the aforementioned information is correct and complete to the best of my knowledge and belief and nothing has been concealed. I am not aware of any circumstance which might impair my fitness for employment. If at any time, I am found to have concealed any material information or given false details, my appointment shall be liable to summary termination without notice or compensation.

Date: ___________________________  Place: _______________
Signature of Applicant ________________________

*Copy attached should be self-attested compulsorily*
Date:

Sir / Madam,

Mr./Ms.________________________ working in ______________________ as __________________________ has appeared for an Interview with Bihar Vikas Mission (BVM) recently.

As one of the suggested references, we request you to help BVM with some information about him / her for our Employee Records. In this regard, your honest responses to the questions in the format attached below will be greatly appreciated.

**All information received will be treated as strictly confidential.**

Thanking you,

With regards,

Human Resources Department
Bihar Vikas Mission
PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT THE CANDIDATE AS KNOWN TO YOU:

1. Number of years the candidate has been known to you ___________________________

2. His / Her Personal / Professional relationship with you ___________________________

3. His / Her behavioral characteristics ___________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. Are there any phases in the person’s background, that you are aware of, which can possibly interfere with his / her employment (chronic illness, poor work habits etc.)? If yes, please give details.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

5. Any other comments________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

Referee Details:

Name: ________________________________________________________________________

Designation: __________________________________________________________________

Organisation: __________________________________________________________________

Signature: _____________________________________________________________________

Date: _______________________________________________________________________
Date:

Dear Mr. / Ms.

Further to your application and the subsequent interviews, we regret to inform you that your profile does not suit our current requirement.

However, we have filed your details with us and we will get in touch with you in case we have a vacancy/position that matches your profile.

We wish you success in all your future endeavors.

Yours Sincerely,

Human Resources Department
Bihar Vikas Mission
Annexure

Annexure 5

Bihar Vikas Mission

Joining Document Check List

The employees need to submit the following list of documents to the Human Resources Department on the first day of joining:

1. CV/Resume of employee
2. 5 Passport-sized Photographs
3. 2 Photo copies of a photo identity proof (Aadhar and PAN card)
4. 2 Photo copies of temporary/permanent address proof
5. 2 Photocopies of Proof of Date of Birth
6. 2 Photo copies of each Educational Qualification/Certificate(s) with Medical certificate by a Doctor of any government hospital
7. Caste Certificate issued by Competent Authority as per the Government of Bihar format needs to be submitted by the following categories of applicants:
   SC, ST, OBC, MBC
   (Submission of Creamy/Non-creamy layer certificate in case of OBC applicant)
8. For claim of reservation in grand-son/daughter of Freedom Fighter(s) category, submission of Certificate prescribed as per Govt. of Bihar Performa is mandatory
9. Reservation for Physically Handicapped Candidates/Disabled Quota: If Person with Disability, certificate from competent authority
   The PWD category is further classified in three different categories - Orthopedically Handicapped (OH), Visually Impaired (VI) & Hearing Impaired (HI).
10. Acceptance of the Offer Letter duly signed
11. Service and Salary certificate(s) from previous companies the employee has worked in
12. Insurance application form
13. Bank account application form
14. Provident Fund declaration form
15. Provident fund transfer/nomination form
16. A4 Sheet with following personal details:
   16.1. Mobile Number
   16.2. Email Id
   16.3. Emergency Contact Details
## Bihar Vikas Mission
### List of Approved/Valid Proofs

<table>
<thead>
<tr>
<th>S.no</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ID Proof</td>
<td>Aadhaar card, PAN card, Driving License, Passport, Voter ID, Ration/PDS card</td>
</tr>
<tr>
<td>2</td>
<td>Address Proof</td>
<td>Aadhaar card, PAN card, Driving License, Passport, Voter ID, Ration/PDS card, Registered Rent Agreement</td>
</tr>
<tr>
<td>4</td>
<td>Date of birth</td>
<td>Birth Certificate, Class 10&lt;sup&gt;th&lt;/sup&gt; Certificate</td>
</tr>
<tr>
<td>5</td>
<td>Education Qualifications</td>
<td>Certificates/Degrees of Class 10&lt;sup&gt;th&lt;/sup&gt;, 12&lt;sup&gt;th&lt;/sup&gt;, Bachelors, Masters, M.Phil/Ph.D, any other certificates/degrees if applicable, with Medical certificate by a Doctor of any government hospital</td>
</tr>
<tr>
<td>6</td>
<td>Previous Company Service Proof</td>
<td>Offer Letter, Pay Slips, Relieving Letter, Experience Certificate</td>
</tr>
<tr>
<td>7</td>
<td>Name Change</td>
<td>Copy of Name Change Affidavit, Notification in English/Hindi daily newspaper, Gazette Notification</td>
</tr>
<tr>
<td>8</td>
<td>Change in Marital Status</td>
<td>Court Approved Marriage Registration Certificate</td>
</tr>
</tbody>
</table>
Dear Mr. / Ms. _______________

This is to inform you that on successful completion of your probation period, you stand confirmed in the services of the Mission with effect from ____________.

We take this opportunity to congratulate you and wish you a very happy, long and fruitful association with Bihar Vikas Mission.

With best wishes once again,

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
Date:

Dear Mr. / Ms.

This is to inform you that your probation period has been extended for a period of ______ month(s). Your probation period will now end on ____________________.

After the completion of your probation period, we will review your performance to confirm our employment decision. We will be happy to clarify any questions that you may have.

Wishing you success,

.

Yours Sincerely,

Human Resources Department
Bihar Vikas Mission
# Bihar Vikas Mission

## Training Needs Identification Form

**Name:**

**Employee Code:**

**Designation:**

**Dept. / Function:**

### Instructions:

1. **Skill Sets:** Mention the skills required to perform the assigned job/tasks

2. **Importance of Skills:** Rate the skills according to the level of importance:
   - 1= Very Important, 2= Moderately Important, 3= Less Important.

3. **Urgency of Training Needs:** Rate the urgency of need for “Training”:
   - 1= Very Much Needed, 2= Moderately Needed, 3= Less Needed.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Skill Sets</th>
<th>Importance of the Skill</th>
<th>Urgency of Training Need</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

Any other comments

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

____________________________________  ________________________________________

(Signature of Employee)  (Signature of Controlling Officer)

Date

*(Please submit this form duly filled to the HR Cell)*
Bihar Vikas Mission
Training Schedule Notification

Date: ___________________________________________

Topic/ Subject of training program: ___________________________________________

Date(s) of the program: ___________________________________________

Description of the program (in brief): ___________________________________________

Faculty: ___________________________________________

Venue: ___________________________________________

Duration of the program: ________________________________

Eligibility: ___________________________________________

Last date for nominations: ___________________________________________

Please send in the training nomination forms to the HR Cell latest by the above mentioned date

__________________________
(HR Head)
Human Resource Department
Bihar Vikas Mission
Bihar Vikas Mission
Training Nomination Form

Date:

Details of the Training Program

<table>
<thead>
<tr>
<th>Topic/ Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Faculty:</td>
</tr>
<tr>
<td>Venue:</td>
</tr>
<tr>
<td>Fees (if any):</td>
</tr>
</tbody>
</table>

Details of the Nominated Employee

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
</tr>
<tr>
<td>Function/ Dept.:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Number of months in present role:</td>
</tr>
<tr>
<td>Other training programs attended:</td>
</tr>
</tbody>
</table>

Reason for nomination: (please attach a copy of the Training Needs Identification form)
Details of the Nominating Authority

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
</tr>
<tr>
<td>Function/ Dept.:</td>
</tr>
<tr>
<td>Relationship with the nominated employee: Self / Subordinate</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

Date:

(Please submit this form duly filled to the HR Cell)
Bihar Vikas Mission
Training Feedback Form

Name: ___________________________  Employee Code: ___________________________

Designation: ___________________________  Dept. / Function: ___________________________

Subject: ___________________________  Venue: ___________________________

Name of the Trainee (Optional): ___________________________  Date: ___________________________

1. About Training Program

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Did the program meet your expectation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Was the content of the program logical and well-organised?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Was adequate time allotted for each session?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have mentioned “No”, Please give the reason in detail

<table>
<thead>
<tr>
<th>S.No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Which sessions/ information did you find particularly useful?

________________________________________________________________________________________
________________________________________________________________________________________

If you were to design this Training Program, what will you do differently?

________________________________________________________________________________________
Annexure

_____________________________________________________________

Additional Comments, if any

_____________________________________________________________

2. Training Delivery

<table>
<thead>
<tr>
<th>Were the following helpful:</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role Plays</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Demonstrations</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Handouts</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Reading Assignments</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Others (mention activity, if any)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Faculty/Staff

Kindly provide the following feedback about the faculty/staff that undertook the program

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Well informed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Well Prepared / Organised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Enthusiastic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Able to encourage participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Able to satisfactorily answer questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Able to present a professional appearance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annexure

Additional Comments, if any

4. Material Provided (if applicable)

<table>
<thead>
<tr>
<th>How will you rate the Training Program material?</th>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>• On Relevance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>• On Presentation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Any comments/ suggestions on the material provided in the Program.

________________________________________________________________________________________

________________________________________________________________________________________

______________________
(Signature of the Employee)

Date:

Thanks for your feedback!!
Dear Mr. / Ms. ________________________,

Bihar Vikas Mission’s Orientation Program is scheduled for (from date) – (to date). You are requested to report at _____ hrs sharp at the (venue), (address). You are requested to ensure punctuality.

For any assistance/ queries related to the Orientation Program, please contact (name) at (contact no.) or (email).

The Orientation Schedule is given below for your reference.

**Type 1:** This type includes the officials in the Core Working Group and other senior officials at the nodal level of the mission. The officials belonging to this type will be acquainted with the finalised organisation structure, policies of the mission and functioning of the Human Resource Management System. The officials belonging to this type are as follows:

<table>
<thead>
<tr>
<th>Mission Director’s Office</th>
<th>Member Secretary’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mission Director</td>
<td>• Member Secretary</td>
</tr>
<tr>
<td>• Additional Directors</td>
<td>• Chief General Manager</td>
</tr>
<tr>
<td>• Sub Mission Directors</td>
<td>• General Manager</td>
</tr>
</tbody>
</table>

**Type 2:** This type includes the Government officials posted at the Nodal Level (Mission Director’s and Member Secretary’s Office) of the mission who are not part of the Type 1. The officials belonging to this type are as follows:

- Section Officer

**Type 3:** This type includes the Government officials at the department level who are linked to Bihar Vikas Mission. As per the BVM organisation structure, these officials will act as the reporting managers of the Department PMU Leads, Professional Support Services and Thematic Experts allocated to the Departments. The officials belonging to this type are as follows:

- Department Principal Secretary / Secretary
- Other Secretaries / Directors of Department linked to BVM (as nominated by Department Principal Secretary / Secretary)
- Other Department Officials linked to the BVM (as nominated by Department Principal Secretary / Secretary)
Type 4: This type includes the Government officials at the district level who are linked to Bihar Vikas Mission. As per the BVM organisation structure, these officials will act as the reporting managers of the District PMU allocated to the District. The officials belonging to this type are as follows:

- District Magistrates
- District Planning Officers linked to BVM (as nominated by District Magistrate)
- Other District Officials linked to BVM (as nominated by District Magistrate)

Type 5: This type includes the Contractual Employees of BVM involved in core roles, working at the nodal level in Mission Director’s and Member Secretary’s Office. The roles belonging to this type are as follows:

- Computer Cell Head
- Finance Manager
- Internal Audit Manager
- Executive Assistant
- HR Manager
- Legal Advisor
- Nodal Data Analytics Center Lead
- Data Analysis Lead
- Data Analyst
- Nodal IEC Expert
- Procurement Manager
- Manager - Program Implementation
- Manager - Program Monitoring
- Impact Assessment Head
- Impact Assessment Monitors
- Sub-Mission Manager

Type 6: This type includes the Contractual Employees of BVM involved in support roles, working at the nodal level in Mission Director’s and Member Secretary’s Office. The roles belonging to this type are as follows:

- Computer Assistant
- MIS/HRIS Support Officer
- IT Helpdesk Officer
- Accounts Officer
- House Keeping Officer
- Legal Officer
- Nodal Data Entry Lead
- Data Entry Operator
- Digital Media Specialist
- PR & Media Relations Officer
- Content Developer
- Stenographer
- Receptionist
NOTE – All the Data Entry Operators in the BVM (to be deployed in Nodal Offices and District PMUs) will belong to this type and will be trained together.

**Type 7:** This type includes the contractual employees of BVM working in the departments linked to Bihar Vikas Mission. The roles belonging to this type are as follows:

- Thematic and Professional Support Services Experts
- Department PMU Leads
- MIS and Analytics Cell Leads
- Data Analysts

**Type 8:** This type includes the contractual employees of BVM working in the District PMUs deployed in all 38 districts of the state under the leadership of District Magistrate / District Planning Officer. The roles belonging to this type are as follows:

- District PMU Lead
- MIS Cell Lead
- Impact Assessment Officer
- District Sectoral Coordinator

**Type 9:** This type includes the contractual employees of BVM working in the District Registration and Counselling Centers in all 38 districts of the state under the leadership of District Magistrate / District Planning Officer. The roles belonging to this type are as follows:

- Manager
- Assistant Manager – Project & Accounts
- Assistant Manager – Schemes
- IT Supervisor
- Multipurpose Assistant
- Single Window Operator
Sample Training Day Itinerary

For a typical training day the itinerary for trainee group *type 1, 2, 3, & 4* will be as follows –

<table>
<thead>
<tr>
<th>Session</th>
<th>Time Slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 3 – Bihar Vikas Mission Organisation Structure</td>
<td>09:30 am to 10:15 am</td>
</tr>
<tr>
<td>Session 4 – Polices governing Bihar Vikas Mission Employees</td>
<td>10:15 am to 11:15 am</td>
</tr>
<tr>
<td>Tea Break</td>
<td>11:15 am to 11:30 am</td>
</tr>
<tr>
<td>Session 5 – Human Resource Management System</td>
<td>11:30 am to 12:30 pm</td>
</tr>
<tr>
<td>Session 6 – Question and Answers</td>
<td>12:30 pm to 01:00 pm</td>
</tr>
</tbody>
</table>

For a typical training day the itinerary for trainee group *types 5, 6, 7 & 8* will be as follows –

<table>
<thead>
<tr>
<th>Session</th>
<th>Time Slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 – Ice Breaking Session</td>
<td>09:30 am to 10:00 am</td>
</tr>
<tr>
<td>Session 2 – Introduction to Bihar Vikas Mission</td>
<td>10:00 am to 10:30 am</td>
</tr>
<tr>
<td>Session 3 – Bihar Vikas Mission Organisation Structure</td>
<td>10:30 am to 11:30 am</td>
</tr>
<tr>
<td>Session 4 – Polices governing Bihar Vikas Mission Employees</td>
<td>11:40 am to 12:40 pm</td>
</tr>
<tr>
<td>Quiz / Puzzle / Group Activity</td>
<td>12:40 pm to 01:00 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>01:00 pm to 02:00 pm</td>
</tr>
<tr>
<td>Session 4 – Polices governing Bihar Vikas Mission Employees</td>
<td>02:00 pm to 03:00 pm</td>
</tr>
<tr>
<td>Session 5 – Human Resource Management System</td>
<td>03:00 pm to 04:30 pm</td>
</tr>
<tr>
<td>Quiz / Puzzle / Group Activity</td>
<td>04:30 pm to 04:50 pm</td>
</tr>
<tr>
<td>Session 6 – Question and Answers</td>
<td>04:50 pm to 05:30 pm</td>
</tr>
</tbody>
</table>
For a typical training day the itinerary for trainee group **type 9** will be as follows –

<table>
<thead>
<tr>
<th>Session</th>
<th>Time Slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2 – General Introduction</td>
<td>10:00 am to 10:30 am</td>
</tr>
<tr>
<td>Session 4 – Polices governing Bihar Vikas Mission Employees</td>
<td>10:30 am to 12:45 pm</td>
</tr>
<tr>
<td>Quiz / Puzzle / Group Activity</td>
<td>12:45 pm to 01:00 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>01:00 pm to 02:00 pm</td>
</tr>
<tr>
<td>Session 5 – Human Resource Management System</td>
<td>02:00 pm to 03:30 pm</td>
</tr>
<tr>
<td>Session 6 – Question and Answers</td>
<td>03:30 pm to 04:00 pm</td>
</tr>
</tbody>
</table>
## Annexure 13

### Bihar Vikas Mission

**Performance/Probation Review Authority Matrix**

<table>
<thead>
<tr>
<th>Office</th>
<th>Sub-Office</th>
<th>Roles</th>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Accepting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Governing Body</strong></td>
<td></td>
<td>Executive Assistant to Chairman – Executive Committee</td>
<td>Chairman – Executive Committee</td>
<td>Information to Member Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Assistant to Chairman – Sub Mission</td>
<td>Chairman – Sub Mission</td>
<td>Information to Member Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Assistant to Advisor to Chairman - Governing Body</td>
<td>Advisor to Chairman - Governing Body</td>
<td>Information to Member Secretary</td>
<td></td>
</tr>
<tr>
<td><strong>Mission Director Support Office</strong></td>
<td></td>
<td>Computer Assistant</td>
<td>Mission Director</td>
<td>-</td>
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<tr>
<td><strong>Quality Assurance</strong></td>
<td></td>
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<td>Additional Director – Program Implementation</td>
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<td>For Member Secretary</td>
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<tr>
<td>Manager - Program Implementation</td>
<td>Additional Director - Program Implementation</td>
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<td>Sub Mission Director</td>
<td>Chairman - Sub Missions with inputs from Additional Director – Program Implementation (For information to Member Secretary)</td>
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<td>Chairman – Sub Missions</td>
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<tr>
<td>Data Entry Operator (Sub-Mission)</td>
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<td>General Manager, HR</td>
<td>Chief General Manager</td>
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<td>Stenographer</td>
<td>General Manager, HR</td>
<td>Chief General Manager</td>
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111
<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Reporting To</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal &amp; Procurement</strong></td>
<td>Chief General Manager*</td>
<td>Member Secretary</td>
<td>Member Secretary</td>
</tr>
<tr>
<td></td>
<td>General Manager* - Legal &amp; Procurement</td>
<td>Chief General Manager</td>
<td>Member Secretary</td>
</tr>
<tr>
<td></td>
<td>Procurement Manager</td>
<td>General Manager – Legal &amp; Procurement</td>
<td>Member Secretary</td>
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<td>General Manager – Legal &amp; Procurement</td>
<td>Member Secretary</td>
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<td>Legal Assistant</td>
<td>General Manager – Legal &amp; Procurement</td>
<td>Member Secretary</td>
</tr>
<tr>
<td><strong>HR &amp; IT</strong></td>
<td>General Manager* - HR &amp; IT</td>
<td>Chief General Manager</td>
<td>Member Secretary</td>
</tr>
<tr>
<td></td>
<td>Computer Cell Head</td>
<td>General Manager – HR &amp; IT</td>
<td>Member Secretary</td>
</tr>
<tr>
<td></td>
<td>MIS/HRIS Support Officer</td>
<td>Computer Cell Head</td>
<td>General Manager – HR &amp; IT</td>
</tr>
<tr>
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<td>IT Helpdesk Officer</td>
<td>Computer Cell Head</td>
<td>General Manager – HR &amp; IT</td>
</tr>
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<td>Chief General Manager</td>
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<td>Housekeeping Supervisor</td>
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<td>Chief General Manager</td>
</tr>
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<td><strong>Finance &amp; Accounts</strong></td>
<td>General Manager* - Finance &amp; Accounts</td>
<td>Chief General Manager</td>
<td>Member Secretary</td>
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<td></td>
<td>Accounts Officer</td>
<td>General Manager – Finance &amp; Accounts</td>
<td>Chief General Manager</td>
</tr>
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<td>Internal Audit Manager</td>
<td>General Manager – Finance &amp; Accounts</td>
<td>Chief General Manager</td>
</tr>
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<td>Finance Manager</td>
<td>General Manager – Finance &amp; Accounts</td>
<td>Chief General Manager</td>
</tr>
<tr>
<td><strong>MIS &amp; Analytics Cell</strong></td>
<td>Department, PMU Lead</td>
<td>Department Secretary</td>
<td>Chief General Manager</td>
</tr>
<tr>
<td><strong>Department PMU</strong></td>
<td>MIS &amp; Analytics Cell Lead</td>
<td>Department PMU Lead</td>
<td>Department Secretary</td>
</tr>
<tr>
<td></td>
<td>Data Analyst</td>
<td>MIS &amp; Analytics Cell Lead</td>
<td>Nominee of Department Secretary</td>
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<td>Thematic + Support Services</td>
<td>Principal Secretary / Secretaty of respective department(s)</td>
<td>Chief General Manager</td>
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<td>District PMU</td>
<td>District</td>
<td>District PMU Lead</td>
<td>District Magistrate</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>MIS Cell Lead</td>
<td>District PMU Lead</td>
<td>District Magistrate</td>
<td>Member Secretary</td>
</tr>
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<td>Data Entry Operator</td>
<td>MIS Cell Lead</td>
<td>District PMU Lead</td>
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<td>Quality Assurance Officer</td>
<td>District PMU Lead</td>
<td>District Magistrate</td>
<td>Member Secretary</td>
</tr>
<tr>
<td>District Sectoral Coordinator – Infra</td>
<td>District PMU Lead</td>
<td>District Magistrate</td>
<td>Member Secretary</td>
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<td>District Sectoral Coordinator – Agri</td>
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<tr>
<td>District Sectoral Coordinator - Social</td>
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<td>Member Secretary</td>
</tr>
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</table>

*As per directions from GAD, GoB*
Bihar Vikas Mission
Performance Evaluation Form

Name:
Employee Code: Designation:
Date of Joining: Location:
Dept. / Function/ District: Reporting Authority:
Reviewing Authority: Accepting Authority:

Key Result Areas / Goal Setting

Please note –

<table>
<thead>
<tr>
<th>S.No</th>
<th>Key Result Areas</th>
<th>Weight (in%) (total = 100%)</th>
<th>Action Plan/Tasks</th>
<th>Timeline</th>
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</tr>
</tbody>
</table>

1. KRAs for the employee will be set as per the position of the employee for the duration of the performance period, in consonance with Mission’s goals and objectives.
2. Each Appraisee should not have more than 6-7 goals
3. KRAs once set, cannot be changed during the year however action plans can be changed if required. In case of any extraneous circumstances, if change of KRAs is required the goal setting form must be refilled with a cover letter justifying the revision of targets, to be submitted to the Accepting Authority for approval as well as the HR
4. No Timeline of the KRAs can go beyond the tenure of the contract.
### (A) Assessment on Work Output
(Overall score on work output will account for 50% of Overall Employee score)

<table>
<thead>
<tr>
<th>S.no</th>
<th>KRAs</th>
<th>Weight</th>
<th>Probation Review</th>
<th>Annual Performance Appraisal</th>
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<tbody>
<tr>
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<td></td>
<td>Self Rating</td>
<td>Reporting Authority Rating</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Weighted Score</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>(Weight \times Finalised Rating)</td>
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</tr>
<tr>
<td></td>
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<td>Self Rating</td>
<td>Reporting Authority Rating</td>
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<td></td>
<td>Weighted Score</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Weight \times Finalised Rating)</td>
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</tr>
</tbody>
</table>

1

2

3

4

5

6

Total

Comments, if any

#### Rating Scale

3: Exceeds Performance Standards;
2: Meets Performance Standards;
1: Below Performance Standards
## Annexure

### (B) Assessment on Attributes
(Overall score on attributes will account for 50% of Overall Employee score)

<table>
<thead>
<tr>
<th>S.no</th>
<th>Values / Competencies</th>
<th>Weight</th>
<th>Probation Review</th>
<th>Annual Performance Appraisal</th>
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<td></td>
<td>Self Rating</td>
<td>Reporting Authority Rating</td>
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<td>Reporting Authority Rating</td>
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Comments, if any

### Rating Scale

3: Exceeds Performance Standards;
2: Meets Performance Standards;
1: Below Performance Standards

Date: [Employee’s Signature]

Date: [Signed by Reporting Authority]
Overall Employee Score

<table>
<thead>
<tr>
<th>Probation Review</th>
<th>Annual Performance Appraisal</th>
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<tbody>
<tr>
<td>50% of Overall Score on Work Output (A)</td>
<td>50% of Overall Score on Work Output (B)</td>
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</table>

**Recommended Action for Probation Period as per Overall Employee Score**

- **208-300**: Meets or Exceeds required performance standards; Should be recommended
- **121-207**: Requires further evaluation on performance standards; Probation should be extended
- **100-120**: Does not meet required performance standards; Should not be recommended

**Recommended Action for Performance Period as per Overall Employee Score**

- **211-300**: Meets or Exceeds required performance standards
- **100-210**: Does not meet required performance standards

**Final Comments by Reviewing Authority**

Date: ___________________________ Signed by Reviewing Authority

Date: ___________________________
### Bihar Vikas Mission
#### Travel Requisition Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee Code:</th>
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<tbody>
<tr>
<td>Designation:</td>
<td>Dept. / Function:</td>
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</table>

**Purpose of Travel**

**Travel Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Place (From)</th>
<th>Place (To)</th>
<th>Mode of Transport</th>
<th>Remarks</th>
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**Accommodation Schedule**

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<th>Date &amp; Time (To)</th>
<th>Remarks</th>
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<tbody>
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Employee’s Signature

Authority Signature

Date: ___________________
Bihar Vikas Mission
Travel Expense Reimbursement Form

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<th>Employee Code:</th>
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<tbody>
<tr>
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<td>Dept. / Function:</td>
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Purpose of Travel
______________________________________________________________

Travel Fare

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<th>Travel (From)</th>
<th>Travel (To)</th>
<th>Date of Travel</th>
<th>Mode of Travel</th>
<th>Duration of Travel</th>
<th>Claim Amount*</th>
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Total

* Travel tickets attached

Accommodation & Meals

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<th>Duration of Stay</th>
<th>Claim Amount*</th>
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Total

* Bills / Receipts attached

Local Conveyance
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<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Mode of Transport</th>
<th>Purpose</th>
<th>Claim Amount*</th>
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* Bills / Receipts attached

### Miscellaneous Expenses

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<th>Particulars</th>
<th>Specify Details (where possible)</th>
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</tr>
<tr>
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</table>

* Bills / Receipts attached

### Summary of Expenses

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</tr>
<tr>
<td>Accommodation &amp; Meals</td>
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</tr>
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<td>Local Conveyance</td>
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<td>Miscellaneous Expenses</td>
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Employee’s Signature ___________________________ Authority Signature ___________________________

Date: ___________________ Date: ___________________
Annexure 17

Bihar Vikas Mission
Tour Report

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee Code:</th>
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</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Dept. / Function:</td>
</tr>
</tbody>
</table>

1. **Place(s) Toured**

   ____________________________________________________________

2. **Purpose of visit (in brief):**

   ____________________________________________________________

   ____________________________________________________________

3. **Accomplishment of work:**

   (With details or forecasting of the outcome)

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

____________________________________
_______________________________________

____________________________________
_______________________________________

________________________
________________________

Employee’s Signature                  Authority Signature

Date: ___________________            Date: ___________________
Date:

Dear Mr. / Ms. _______________

This is to inform you that you are being transferred from your Bihar Vikas Mission’s office at _location_ to Bihar Vikas Mission’s office at _location_ with effect from _date_.

You will be relieved from your present duties on _date_ and you must report to Mr. / Ms. _name_ at _location_ latest by _date_. Please get in touch with _name & designation_ from the Human Resources Department regarding the logistical procedures related to your relocation.

All other terms and conditions remain the same as per your appointment letter.

We wish you success in your endeavours.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
Bihar Vikas Mission
Leave Application

For Employee

Name: ____________________________________________

Designation: ______________________________________

Function: _________________________________________

Type of Leave: _____________________________________

No. of Days: _______ From: ___________ To: ___________

Reason for availing leave:
________________________________________________________________________________

In case you are going outstation, contact address/telephone no.:
________________________________________________________________________________

Date: __________________ Signature: __________________

For Controlling Officer

Leave Status: Approved/Not Approved

Date: __________________

Signature: __________________

For HR Cell

_______ day/s _______ leave approved from __________ to _____________.

Date: __________________

Signature: __________________
Matrix detailing Reporting Stage, Skip-Level Stage, Appellate Authority / Grievance Redressal Committee members

**District Registration and Counselling Centre (DRCC) Level:**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Stage (Stage-I)</th>
<th>Skip-Level Stage (Stage-II)</th>
<th>Appellate Authority / Grievance Redressal Committee headed by (Stage-III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>District Planning Officer</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Assistant Manager, Projects &amp; Account Manager</td>
<td>Manager (DRCC)</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Assistant Manager, Schemes Manager</td>
<td>Manager (DRCC)</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Supervisor, IT Multi-Purpose Assistant Manager</td>
<td>Manager (DRCC)</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Single Window Operator Assistant Manager</td>
<td>Manager (DRCC)</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
</tbody>
</table>

**BVM-Other Employees at District Level:**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Stage (Stage-I)</th>
<th>Skip-Level Stage (Stage-II)</th>
<th>Appellate Authority / Grievance Redressal Committee headed by (Stage-III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District PMU Lead</td>
<td>Assistant District Magistrate / Deputy Development Commissioner (DDC)</td>
<td>District Magistrate or as delegated</td>
<td>Member Secretary or as delegated</td>
</tr>
</tbody>
</table>
### Annexure

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Stage</th>
<th>Skip-Level Stage</th>
<th>Appellate Authority / Grievance Redressal Committee headed by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Stage-I)</td>
<td>(Stage-II)</td>
<td>(Stage-III)</td>
</tr>
<tr>
<td>Department PMU Lead, Thematic Experts</td>
<td>Principal Secretary / Secretary of Department</td>
<td>Member Secretary or as delegated</td>
<td>Chairman EC, or as delegated</td>
</tr>
<tr>
<td>MIS &amp; Analytics Cell Lead</td>
<td>Department PMU Lead</td>
<td>Principal Secretary / Secretary of Department, or as delegated</td>
<td>Chairman EC, or as delegated</td>
</tr>
<tr>
<td>Data Analysts</td>
<td>Department PMU Lead</td>
<td>Principal Secretary / Secretary of Department, or as delegated</td>
<td>Chairman EC, or as delegated</td>
</tr>
</tbody>
</table>
### Mission Director Office:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Stage (Stage-I)</th>
<th>Skip-Level Stage (Stage-II)</th>
<th>Appellate Authority / Grievance Redressal Committee headed by (Stage-III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All jobs</td>
<td>Additional Director Programme Monitoring OR Additional Director Programme Implementation (as the reporting lines maybe)</td>
<td>Chief General Manager, or as delegated</td>
<td>Mission Director OR as delegated</td>
</tr>
</tbody>
</table>

### Member Secretary Office:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Stage (Stage-I)</th>
<th>Skip-Level Stage (Stage-II)</th>
<th>Appellate Authority / Grievance Redressal Committee headed by (Stage-III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All jobs</td>
<td>General Manager, HR</td>
<td>Chief General Manager, or as delegated</td>
<td>Member Secretary OR as delegated</td>
</tr>
</tbody>
</table>
Bihar Vikas Mission
Grievance Redressal Form

STAGE-I GRIEVANCE

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designation:</th>
<th>Dept. / Function:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grievance & Reason :  
(in brief)  

Date : ____________________  
Signature : ____________________
FORM-I – Part B

Bihar Vikas Mission
Grievance Redressal Form

(For the use of the Immediate Reporting Manager)

STAGE – I GRIEVANCE

Grievance Number : Received on:

Whether interviewed
the employee :

Sources & Results
of enquiry :

Replied on :

Date : ______________________ Signature : ______________________
# Bihar Vikas Mission

**Grievance Redressal Form**

**STAGE – II GRIEVANCE**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Dept. / Function:</td>
</tr>
</tbody>
</table>

Grievance & Reason : 
(in brief)

Date : ______________________ Signature : ______________________
FORM-II – Part B

Bihar Vikas Mission
Grievance Redressal Form

(For the use of the Skip Level Manager)

STAGE-II GRIEVANCE

Grievance Number : Received on:

Whether interviewed the employee :

Sources & Results of enquiry :

Replied on :

Date :_________________________ Signature : ____________________
Bihar Vikas Mission  
Grievance Redressal Form  

STAGE-III GRIEVANCE

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Dept. / Function:</td>
</tr>
</tbody>
</table>

Grievance & Reason : 
(in brief)

Date : ____________________  Signature : ____________________
Bihar Vikas Mission
Grievance Redressal Form

(For the use of the Grievance Resolution Committee)

STAGE-III GRIEVANCE

Grievance Number : Received on:

Whether interviewed the employee :

Result :

Final Action to be taken :

__________________________ (Signature of Chairman)  Date: __________________

__________________________ (Signature of HR Head)  Date: __________________

132
Bihar Vikas Mission
Form for Complaint against Sexual Harassment

Details of complainant:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Dept. / Function:</td>
</tr>
</tbody>
</table>

Details of complainant:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Professional Relationship with the complainant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Dept. / Function:</td>
</tr>
</tbody>
</table>

Complaint (Give complete details of the issue and/or incidents with relevant dates):

Date: ____________________
Signature: ____________________
Bihar Vikas Mission

Complaint against Sexual Harassment Form
(For the use of Anti Sexual Harassment Committee)

Complaint Number : 
Received on : 
Findings of Investigation :

Action to be taken :

____________________
(Signature of Chairman)  
Date: __________________

____________________
(Signature of HR Head)  
Date: __________________
Dear Mr. / Ms. __________

This is regarding your separation from Bihar Vikas Mission. Thank you for your support and contribution during your association with us.

As part of the separation process, you are required to complete a few formalities and obligations. The attempt here is to have a smooth transition / hand-over of work / responsibilities and settlement of your financial dues.

The attached note will explain as to what needs to be done with regards to getting clearance from the various Functions/Groups, and how you would go about settling financial matters pertaining to your employment with BVM.

The following are the two things, which you need to complete in the next few days:

1. Handing Over Report
2. No Dues Clearance Form

In case you need any clarifications / help in this regard, please contact_________ in HR Dept. at the earliest.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
SEPARATION GUIDELINES

1. **Handing-Over Report** is a kind of checklist, which needs to be completed as part of the handing over process. You are requested to complete the process before your last working day.

2. **No Dues Clearance Form** needs to be signed by different functions. The information filled in the Clearance Form will be an input for the settlement process. Please ensure that there are no pending issues in this regard as this will delay the process.

**Confidentiality:**

As you are aware, you are bound by the confidentiality clause of your terms and conditions of appointment. As such you shall not divulge, disclose or impart to any person/ organisation by word of mouth or otherwise particulars of details of systems and procedures, technical know-how, trade-secret, administrative or organisational matters pertaining to Bihar Vikas Mission which may have been your personal privilege to be aware of, by virtue of your employment in the Mission.
Bihar Vikas Mission
Contractual Termination Letter

Date:

Dear Mr. / Ms. _______________

We would like to remind you that your contract with Bihar Vikas Mission will end on _________________.

Please complete the clearance process as soon as possible to facilitate settlement of dues before you leave the organisation.

Your service certificate is enclosed.

We would like to take this opportunity to thank you for your contribution to Bihar Vikas Mission and wish you luck for your future endeavours.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
Date:

Dear Mr. / Ms. ______________

In reference to your resignation letter dated ___/___/_____, requesting us to relieve you from the services of Bihar Vikas Mission, kindly note that your resignation has been accepted.

You will be relieved from the services of the Company with effect from ___/___/_____.

You are requested to contact the HR Cell and complete the clearance formalities including hand over of company property. The Accounts Department has been advised to settle your full and final account.

Your service certificate is enclosed.

We take this opportunity to thank you for your services and wish you success in your future endeavors.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
Dear Mr. / Ms. ________________

It has been brought to our notice that you have been absent from duty without any authorisation from the date ________________.

We have made continuous efforts to contact you over phone/ email, but have failed to reach you. A notice was sent to you on ________________ by registered post and again on ________________ by registered post at the address mentioned in your personal records, but we have received no replies to those notices.

You are hereby directed to report to your duty station with an explanation of your unauthorised absence, before ________________ (mention date – at least fifteen days from the issue of the letter), failing which we shall initiate termination proceedings as per BVM HR Policies.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
Date:

Sub: Termination due to unauthorised absence from work

Dear Mr. / Ms. _______________

An enquiry was conducted by Bihar Vikas due to your unauthorised absence from work since _______________. Continuous efforts were made to contact you over phone/ email and via registered posts on ______________ and ______________, but we failed to reach you. A public notice was released in ______________ (name of newspaper), dated ____________, directing to you to report for the hearing of the enquiry.

Since you have not reported for the enquiry, nor have sent any communication in this regard, you are hereby dismissed from services of Bihar Vikas Mission with effect from ______________.

You may collect your dues, if any, and settle your account on any working day during the office hours from Accounts Department.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
Bihar Vikas Mission  
Handing Over Report

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Dept. / Function:</td>
</tr>
</tbody>
</table>

1. Please mention list of past and ongoing assignments including work status.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. Please mention list of hard and soft copies of all relevant documents of past and ongoing assignments handed over.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. Please mention list of hard and soft copies of all relevant documents related to people management responsibilities or any additional role handed over (*if applicable*).

______________________________________________________________________________
______________________________________________________________________________
4. List of all significant documents and materials, if any.

This is to confirm that all the files, information and material related to my tasks have been handed over by me.

Date: ___________________  Signature: ___________________
Dear Mr. / Ms. __________________

This is with reference to your release from the services of Bihar Vikas Mission. We would like to inform you that your full and final settlement of accounts has been processed and an amount of ____________ will be credited to your bank account shortly.

We are enclosing herewith a copy of your full and final settlement of accounts received from our Finance Department for your information.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
Bihar Vikas Mission
Service Certificate

Date:

This is to certify that Mr. / Ms. ______________ was employed by Bihar Vikas Mission and his/ her particulars of service were as follows:

1. Name:
2. Designation:
3. Department:
4. Last Salary Drawn:
5. Other Benefits:
6. Date of Joining:
7. Date of Leaving:
8. Reason for Leaving:
9. Conduct:
10. Remarks, if any:

Human Resources Department
Bihar Vikas Mission
Date:

Dear Mr. / Ms. (name of nominee)

We, at Bihar Vikas Mission, would like to extend our condolences on the sad demise of Mr. / Ms. ____________________________ We wish to offer our gratitude for his /her services.

There are certain formalities, which have to be completed to enable us to process his dues. We request you to contact _______________________ in the HR Cell at your earliest convenience.

We regret this unfortunate occurrence.

Yours sincerely,

Human Resources Department
Bihar Vikas Mission
# Bihar Vikas Mission

**Matrix of Reporting and Appellate Authority for Code of Conduct Policy**

## District Registration and Counselling Centre (DRCC) Level:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Authority</th>
<th>Appellate Authority</th>
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</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Assistant Manager, Projects &amp; Accounts</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Assistant Manager, Schemes</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Supervisor, IT</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Multi-Purpose Assistant</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
<tr>
<td>Single Window Operator</td>
<td>Senior Deputy Collector, or as delegated</td>
<td>District Magistrate, or as delegated</td>
</tr>
</tbody>
</table>

## BVM-Other Employees at District Level:

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>(Stage-I)</td>
<td>(Stage-II)</td>
</tr>
<tr>
<td>District PMU Lead</td>
<td>District Magistrate or as delegated</td>
<td>Member Secretary or as delegated</td>
</tr>
<tr>
<td>District Sectoral Coordinator</td>
<td>Assistant District Magistrate / Deputy Development Commissioner</td>
<td>District Magistrate or as delegated</td>
</tr>
<tr>
<td>Data Entry Operator</td>
<td>Assistant District Magistrate / Deputy Development Commissioner</td>
<td>District Magistrate or as delegated</td>
</tr>
<tr>
<td>MIS Cell Lead</td>
<td>Assistant District Magistrate / Deputy Development Commissioner</td>
<td>District Magistrate or as delegated</td>
</tr>
<tr>
<td>Quality Assurance Officer</td>
<td>Assistant District Magistrate / Deputy Development Commissioner</td>
<td>District Magistrate or as delegated</td>
</tr>
</tbody>
</table>
**Departments:**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Stage (Stage-I)</th>
<th>Appellate Authority (Stage-II)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All jobs</td>
<td>Chief General Manager, or as delegated</td>
<td>Member Secretary OR Mission Director as delegated</td>
</tr>
</tbody>
</table>

**Mission Director Office:**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Reporting Stage (Stage-II)</th>
<th>Appellate Authority / (Stage-II)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All jobs including Thematic Experts</td>
<td>Principal Secretary / Secretary of Department, or as delegated</td>
<td>Chairman EC, or as delegated</td>
</tr>
</tbody>
</table>

**Member Secretary Office:**

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</tr>
</thead>
<tbody>
<tr>
<td>All jobs</td>
<td>Chief General Manager, or as delegated</td>
<td>Member Secretary OR as delegated</td>
</tr>
</tbody>
</table>
मुख्य सचिव, बिहार-सह-अध्यक्ष, कार्यकारी सचिव, बिहार विकास मिशन की अध्यक्षता में बिहार विकास मिशन के दिनांक 13.08.2018 को तात्कालिक कार्यकारी सचिव की पदार्पण कर्मचारी, संख्या ज्ञापक-1089, दिनांक-28.08.2018 के कार्यवाही संधि-15 के आलोक में बिहार विकास मिशन के HR Manual में निम्नलिखित किया जाता है:-

1). HR Manual की पृष्ठभूमि संख्या-18 की कड़का-6.2 में वर्णित प्राध्यात्मक के अनुसार बिहार सरकार के तहत किसी कर्मचारी/ सोसाइटी/ कंपनी/ विभाग/ NGO में कार्यरत स्थायी संवाद कर्मचारी को बिहार विकास मिशन में नियुक्त करने पर आवेदन करने हेतु अपने नियंत्री प्रविष्टिकारी से NOC प्राप्त कर समर्पित करना है एवं उनके चयन के उपरांत, योगदान के पूर्व अंतिम कार्यकाल कार्यकाल से No Dues Certificate एवं Experience-cum-Relieving letter प्रस्तुत करना है।

2). HR Manual की पृष्ठभूमि संख्या-6.2 में नियुक्ति की रिपोर्ट में ही समर्पित त्यागपत्र का संस्करण/ सेवा मुक्त का स्वीकार है जितना ही अवधि.

अतः, उक्त के आलोक में व्यावहारिक कड़का के मददसर कड़का-6.2 में No Dues Certificate and Experience-cum-Relieving letter के Experience / Relieving letter/ Acceptance of resignation से प्रतिस्थापित किया जाता है।

ii). HR Manual की पृष्ठभूमि संख्या-19 की कड़का-4.6 के प्राध्यात्मक के अनुसार यदि कोई कर्मी बिहार विकास मिशन से अलग (Separate) हो जाता हो, तो अनिवार्य रूप से उसे 30 दिन का Notice Serve करना है एवं उत्तर नियुक्त का पालन नहीं करने पर क्षति-पृथ्वी का प्राध्यात्मक है। बिहार विकास मिशन से भी किसी कर्मी की आवश्यकता नहीं रहने पर उसे हटा नियुक्तिस (नोटिसिस अवधि 30 दिन) का प्राध्यात्मक है। इस क्रम में व्यावहारिक तौर पर यह पाया जा रहा है कि कुछ कर्मी Notice Serve नहीं कर सके त्यागपत्र समर्पित कर सके हैं और उनके क्षति-पृथ्वी की वसूली करने में कठिनाई हो रही है एवं इस प्राध्यात्मक से बिहार विकास मिशन पर ही पूर्णता बेलेंजर है। अतः, प्रस्ताव है कि बिहार विकास मिशन में नियुक्तिस होने वाले सभी कर्मचारी के प्राध्यात्मक 01 (एक) दिन में मासिक माध्यम राशि का 1/4<sup>०</sup> (एक चौथाईयाँ) अर्थात दुई 01 (एक) माह का मासिक बिहार विकास मिशन में जमा रखेगा, जिसका उपयोग आवश्यकतानुसार क्षति-पृथ्वी हेतु किया जा सकेगा। यदि किसी कर्मी के नियुक्तिस उपरांत शुरू कार्य कर लिया है तो उनका मासिक स्वीकृति त्यागपत्र के उपरांत उक्त के आलोक में राशि वापस कर दी जायेगी।
iii). HR Manual के Rewards Policy की कड़िका-06 में प्रावधानित Project Allowance में अंकित Working को Worked/working के रूप में प्रतिस्थापित किया जाता है।

iv). HR Manual की Rewards Policy में बिहार विकास मिशन के नियोजित कर्मियों हेतु लिखिता प्रतिपूर्ति (Medical Reimbursement) का प्रावधान किया गया है। नियोजित कर्मियों हेतु विज्ञापित पदों में Medical की रक्षा को जोड़ते हुए कुछ मानदंड राशि अंकित की जाती है, जबकि उक्त Medical की रक्षा का भुगतान Claim करने पर कर्मी को देने का प्रावधान HR Manual में है। HR Manual में यह भी प्रावधान है कि वर्ष के अंत में राशी Unclaim राशि का भुगतान कर्मी को किया जाता है। इससे Medical Reimbursement का प्रावधान अप्रासंगिक हो जाता है। अंत: Medical Reimbursement के स्वास्थ्य पर Medical Allowance का प्रावधान किया जाता है, जिस देने कर्मी को Claim करने की आवश्यकता नहीं होगी। प्रतिमाह Medical Allowance की राशि वही होगी जो श्रेणीवार HR Manual में Medical Reimbursement हेतु प्रावधानित है।

(अरुण कुमार सिंह)
सदस्य सचिव

प्रतिलिपि- एविविलिगो-स्वीट-डिस्क-02/2018
पत्रमा-23, दिनांक 31.3.18

प्रतिलिपि- बाहरी गुरुत्वकर्ता के सचिव/गुरुत्व सचिव/विकास आयुक्त/पुलिस महानिदेशक/सभी प्राध्यात्म कर्मियों को सूचनार्थ एवं आवश्यक कार्यरेखा प्रस्तुत।

प्रतिलिपि- एविविलिगो-स्वीट-डिस्क-02/2018
पत्रमा-23, दिनांक 31.3.18

प्रतिलिपि- अपर निदेशक (प्रोग्राम मोनिटरिंग)/अपर निदेशक (प्रोग्राम इंटर्निटीशन)/सभी उप-निदेशक/गुरुत्व महाप्रबंधक/महाप्रबंधक (शिक्षा एवं अधिप्राप्ति)/महाप्रबंधक (साधन संसाधन एवं सूचना प्रौद्योगिकी)/महाप्रबंधक (ि एवं लेखा) को सूचनार्थ एवं आवश्यक कार्यरेखा प्रस्तुत।

प्रतिलिपि- एविविलिगो-स्वीट-डिस्क-02/2018
पत्रमा-23, दिनांक 31.3.18

प्रतिलिपि- बिहार विकास मिशन के सभी पददार्शक/कर्मचारी को सूचनार्थ एवं आवश्यक कार्यरेखा प्रस्तुत।

प्रतिलिपि- एविविलिगो-स्वीट-डिस्क-02/2018
पत्रमा-23, दिनांक 31.3.18

प्रतिलिपि- बिहार विकास मिशन के सभी पददार्शक/कर्मचारी को सूचनार्थ एवं आवश्यक कार्यरेखा प्रस्तुत।

प्रतिलिपि- एविविलिगो-स्वीट-डिस्क-02/2018
पत्रमा-23, दिनांक 31.3.18

प्रतिलिपि- आईडीपी मैनेजर/मिनिमस्ट सचिवालय विश्वास/आईडीपी मैनेजर, बिहार विकास मिशन को website पर प्रकाशित करने हेतु प्रस्तुत।
संसेत०- विद्युतिंत्र-स्थान-(DRCC)-02/17 ।।163। पवना, दिनांक ।।13।.07।। 2018

:- कार्यलय आदेश :-

मुख्य सचिव, बिहार-सह-अयम्भ, कार्यकारी सचित्र, बिहार विकास भवन की अयम्भता में दिनांक-13.08.2018 को समप्ल बिहार विकास भवन के कार्यकारी सचित्र की बैठक की कार्यवाही, संपन्न खाना-1089, दिनांक-28.08.2018 के कार्यवर्की संस्करण-15 के अनुसार में बिहार विकास भवन के कार्यलय आदेश संस्करण-1111, दिनांक-31.08.2018 द्वारा HR Manual की पृष्ठिंत्र संस्करण-19 की कोडिंक-4.6 में विद्युति संस्करण है:-

"बिहार विकास भवन में नियोजित करने वाले सभी कर्मियों के प्रबंध 04 (एव) माह में भारी माध्यम राशि का 1/4 (एक चौथाई) अथवा कुल 01 एक (एक) माह का माध्यम बिहार विकास भवन में जमा करें, जिसका उपयोग आयययताक्षर क्षतिपूर्ति हेतु किया जा सकेगा। यदि किसी कर्मी ने जिम्मेवारी अवधि में कार्य कर लिया है तब विद्युति संस्करण स्थिति के वापस उक्त माह राशि वापस कर दी जायेगी।"

उपर्युक्त के प्रदर्शन में स्पष्ट करता है कि उक्त प्राधान्य नियोजि कर्मियों पर आदेश निर्णय की लिखित दिनांक-31.08.2018 के प्रधान से प्रभावी होगा:-

i) बिहार विकास भवन में नियोजित (संस्करण पर) होने वाले सभी कर्मी।

ii) बिहार विकास भवन में पूर्व से नियोजित सभी संस्करण कर्मी, जिनका एकांकाला वापसीकरण/ विस्तार उत्तम कार्यक्रम आदेश निर्णय होने के प्रवृत्त (अथवा, दिनांक-31.09.2018) किया गया/ किया जायेगा, इन कर्मियों हेतु प्रबंध 04 (एव) माह की गणना उनके एकांकाला वापसीकरण माह/ विस्तारित माह से की जायेगी।

हार्दिंक ।।12विन2018
(सेंचुरी कुमार)
सदस्य संचित

ँझारक :- विद्युतिंत्र-स्थान-(DRCC)- 02/17 ।।163। पवना, दिनांक ।।13।.07।। 2018
प्रतिलिपि :- सभी जिला पदाधिकारी/ सभी जिला योजना पदाधिकारी के सूचनार्थ एवं आवश्यक कार्यार्थ

हार्दिंक ।।12विन2018
सदस्य संचित
झापांक - बिहार किलो-स्थान-(DRCC)-02/17 ........................पटना, दिनांक .......................... 2018
प्रतिलिपि : बिहार विकास मिशन के सभी पदाधिकारी/ कर्मचारी को सूचनार्थ एवं आवश्यक कार्यांश प्रेषित।

झापांक - बिहार किलो-स्थान-(DRCC)-02/17 ........................पटना, दिनांक .......................... 2018
प्रतिलिपि : आईटी मैनेजर, बिहार विकास मिशन को website पर प्रकाशित करने हेतु प्रेषित।

सदस्य सचिव
बिहार विकास मिशन
(प्रियविश्वास द्वारा विकास से जल्दी होने की आवश्यकता)
बिहार राज्य भारत विकास मिशन हैमायत,
हासिलाित पोल, पालवरी नगर, पटना-800023
E-Mail: bvm.resoffice@gmail.com
रेगिस्ट्रार भारत-0612-2283202

(2.2.6((IV)))

सं- सं- वित्तविद्यमा-स्थान-(HR Manual)-20/2018................. पत्र, विज्ञापन ....... 01.02.19
:: आदेश ::

(i) बिहार विकास मिशन के HR Manual को कार्यित में मिलिवा संशोधित किया जाता है:-

(ii) बिहार विकास मिशन द्वरा विभिन्न विभागों/ कार्यालयों को उपलब्ध कराए गए विभिन्न कर्मचारियों

(iii) बिहार विकास मिशन के HR Manual में अधिक BVM Recruitment and Selection शीर्षक

(iv) बिहार विकास मिशन द्वारा वर्तमान में Third Party Agency के ग्राम्य से नियुक्त तथा विभिन्न कर्मचारियों

(v) बिहार विकास मिशन द्वारा विभिन्न विभागों को उपलब्ध कराए गये/ कराए जाने वाले

2. इसमें अध्ययन, कार्यकारी समिति, बिहार विकास मिशन –यह–सुख किया, विहार का अनुबोधन

अबु-द्योका

(2.2.6((IV))) पत्र, विज्ञापन 01.02.19

प्रतिलिपि :- अध्यक्ष कार्यकारी समिति, विहार विकास मिशन–सह–सुख किया, विहार/ अध्यक्ष उप विभाग, बिहार विकास मिशन–शासक अधिकारी, विहार/ विभाग विद्युत, विहार विकास मिशन, विहार, पटना को कृपया सूचना दें एवं आवश्यक कार्यालय दें तथा प्रचुर.

(2.2.6((IV))) पत्र, विज्ञापन 01.02.19

प्रतिलिपि :- सभी विभागीय प्राधिकारी समिति/ संभावना, विहार/ सुख महाप्रांत/ महाप्रांत विभिन्न/ महाप्रांत (मान्य संसाधन)/ महाप्रांत (प्रविश एवं ले) विहार विकास मिशन के सभी प्रविशालकीय/ कर्मी (विभिन्न संसाधन) को सूचना दें एवं आवश्यक कार्य दें प्रतिफलित.
# Bihar Vikas Mission

## Confirmation Appraisal Form

### Part-I

<table>
<thead>
<tr>
<th>Personal Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Appraisee</strong></td>
</tr>
<tr>
<td><strong>Designation</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Date of Joining</strong></td>
</tr>
<tr>
<td><strong>Period under Review</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Format: dd/mm/yyyy</th>
</tr>
</thead>
</table>

### Part-II

#### Self Assessment by Appraisee

<table>
<thead>
<tr>
<th>Key Result Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>(As per Job Description or any other Work allotted)</td>
</tr>
<tr>
<td>Performance Assessment</td>
</tr>
<tr>
<td>(Qualitative Assessment of Work done under respective KRA or Work allotted)</td>
</tr>
</tbody>
</table>

#### Observations by Reporting Authority

| Observations by Reporting Authority |

### Part-III

#### Observations by Reporting Authority

<table>
<thead>
<tr>
<th>Rating (Y) [Refer to attach guidelines]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance</strong></td>
</tr>
<tr>
<td><strong>Job Knowledge and Skills</strong></td>
</tr>
<tr>
<td><strong>Quality of Work</strong></td>
</tr>
<tr>
<td><strong>Initiative &amp; Motivation</strong></td>
</tr>
<tr>
<td><strong>Team Work</strong></td>
</tr>
<tr>
<td><strong>General Conduct</strong></td>
</tr>
<tr>
<td><strong>Discipline</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-10</td>
</tr>
<tr>
<td>11-17</td>
</tr>
<tr>
<td>Above 18</td>
</tr>
</tbody>
</table>
Overall comments on performance by Reporting Authority


Signature with Designation & Date

Comments of Reviewing Authority


Signature with Designation & Date

Part-IV

Comments of Accepting Authority


Signature with Designation & Date
<table>
<thead>
<tr>
<th>Assessment Areas</th>
<th>Rating Guidelines for Reporting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance</td>
<td>5 = No late for work or absence record, willing to take urgent duty at short notice</td>
</tr>
<tr>
<td></td>
<td>4 = No late for work or absence record during the appraisal period</td>
</tr>
<tr>
<td></td>
<td>3 = Less than 3 times of late for work or absence record during the appraisal period</td>
</tr>
<tr>
<td></td>
<td>2 = 3 times of late for work or absence record during the appraisal period</td>
</tr>
<tr>
<td></td>
<td>1 = More than 3 time of late for work or absence record during the appraisal period</td>
</tr>
<tr>
<td>2. Job knowledge and skills</td>
<td></td>
</tr>
<tr>
<td>3. Quality of work</td>
<td>5 = Substantially exceeds job requirements</td>
</tr>
<tr>
<td></td>
<td>4 = Exceeds job requirements</td>
</tr>
<tr>
<td>4. Initiative and motivation</td>
<td>3 = Meets job requirements</td>
</tr>
<tr>
<td></td>
<td>2 = Partially meets job requirements</td>
</tr>
<tr>
<td>5. Team work</td>
<td>1 = Does not meet most job requirements</td>
</tr>
<tr>
<td>6. General conduct</td>
<td></td>
</tr>
<tr>
<td>7. Discipline</td>
<td>5 = No disciplinary record, always follow supervisor's and working instructions</td>
</tr>
<tr>
<td></td>
<td>4 = No disciplinary record</td>
</tr>
<tr>
<td></td>
<td>3 = Less than 3 times of disciplinary record</td>
</tr>
<tr>
<td></td>
<td>2 = 3 times of disciplinary record</td>
</tr>
<tr>
<td></td>
<td>1 = More than 3 times of disciplinary record</td>
</tr>
</tbody>
</table>
--- कार्यालय आदेश ---

भिलाई विकास मिशन में नियोजित कर्मियों जिन्हें विभिन्न विभागों/ कार्यालयों में प्रतिनिधित्व करते हैं, उनकी उपस्थिति दिवसीय देर तक प्राप्त होने के कारण मानदेय भुगतान में अत्यधिक विलंब होता है। इस कारण EPF जमा करने में भी विलंब होता है एवं देखभाल करने के कारण EPF में अतिरिक्त शुल्क भुगतान करना पड़ता है।

उक्त आदेश में भिलाई विकास मिशन के कार्यालय के सभित की दिनांक-18.04.2019 को सम्पन्न बैठक की कार्यरति की कार्यवाही संख्या-09 के अनुसार EPF के लिए नियोजित कर्मियों का उनके प्रतिनिधित्व विभागों/ कार्यालयों से प्राप्त माह के 05 वीं तारीख तक उपस्थिति दिवसीय प्राप्त नहीं होती है उन्हें पिछले माह में पूर्ण उपस्थिति गानते हुए उनके मानदेय का भुगतान किया जाय।

सभी संबंधित निजीय पदाधिकारियों नामों अधिकतम किसी पदाधिकारी को उपस्थिति दिवसीय प्राप्त करने हेतु प्राधिकृत करें, जिनको राजस्व उपस्थिति दिवसीय भिलाई विकास मिशन को उपलब्ध कराना व्यवस्थापित जाबादेखी होगी। प्राधिकृत पदाधिकारी का नाम, पदनाम, मोबाइल संख्या एवं ई-मेल आईडी को भिलाई विकास मिशन को भी उपलब्ध कराया जाय।

उक्त निर्देश के अनुसार क्रम में अगर विलंब से प्राप्त उपस्थिति दिवसीय के अनुसार मानदेय/ EPF भुगतान को कोई सामान्य की आवश्यकता हो तो उक्त सामान्य चालू माह के मानदेय/EPF देयता से कर ली जाय।

यह आदेश तत्काल प्रभाव से लागू होगा।

श्रापांक- विविध-स्थान(बैठक)-04/2019-681-पटना-23,दिनांक-06/5/19

प्रतिलिपि-मानकक मुख्यमंत्री,बिहार के सचिव/ मुख्य सचिव, बिहार/विकास आयुक्त,बिहार/ पुलिस महानिदेशक,बिहार/ सभी अपर सूचना सचिव/ प्राधान सचिव/ सचिव/ मिशन निदेशक, बिहार विकास मिशन को सूचनार्थ एवं आवश्यक कार्यान्तर प्रेषित।

श्रापांक- विविध-स्थान(बैठक)-04/2019-681-पटना-23,दिनांक-06/5/19

प्रतिलिपि-अपर निदेशक (प्रोग्राम मॉडलिंग)अपर निदेशक (प्रोग्राम इक्वितीमेशन)/ सभी उप-मिशन निदेशक/ मुख्य महाप्रबंधक/ महाप्रबंधक (विभिन्न एवं अधिकारियों)/ महाप्रबंधक (सांसद एवं सूचना प्रवैधिक)/ महाप्रबंधक (विभिन्न एवं लेखा), बिहार विकास मिशन को सूचनार्थ एवं आवश्यक कार्यान्तर प्रेषित।
झापांक– बिहारविभाग–स्थान(बिहार)-04/2019, पटना-23, दिनांक– 06/5/19
प्रतिलिपि:- आईआईटी मैनेजर, मंत्रिमंडल सचिवालय विभाग, बिहार, पटना/ आईआईटी मैनेजर, बिहार विकास मिशन को website पर प्रकाशित करने हेतु प्रेषित।

रामेश सिंह
रामेश सिंह
बिहार विकास मिशन
(सरकारी संचालित विभाग के शासकीय जैसे)
बिहार सरकार स्वामित्व के संबंधी कार्यालय के संपर्क से,
हैरपॉल्ट वाह, राजस्थान नगर, पटना—800023
दूरसंचार संख्या—0612—2285262
संस्करण— बिहारविनमो-स्थान(बेल्क)-04/2019...........पटना-23,दिनांक-..................817/5/19

--- कार्यालय आदेश ---

मुख्य सचिव, बिहार-सह-अध्यक्ष, कार्यकारी सभित, बिहार विकास मिशन, की अध्यक्षता में बिहार विकास मिशन के कार्यकारी सभित की दिनांक-18.04.2019 को सम्पन्न बैठक की कार्यवाही झापांक-634,दिनांक-29.04.2019 के कार्यवाही संख्या-12 के आदेश पालन में बिहार विकास मिशन के HR Manual में निम्न प्राध्यापन समाहित किया जाता है:-

बिहार विकास मिशन के नियोजित कर्मियों के मानदेय में प्रतिवर्ष 10% (अधिकतम बार हजार रूपये) की वृद्धि देय होगा। उक्त वृद्धि संबंधित वियोजित कर्मी की पूर्व में प्राप्त होने/स्वीकृत Base Pay एवं Housing Allowance में अनुपातिक रूप से होगी।

2. वार्षिक वेतन वृद्धि बिहार विकास मिशन द्वारा वियोजित सभी कर्मियों को देय होगा। इसकी गणना निम्नवत की जा सकेगी।

यदि किसी कर्मी के जिलायजन की तिथि किसी माह में 01 तारीख को होती है तो उन्हें 12 माह की एक अवस्था के उपरांत उक्त माह में वार्षिक वेतन वृद्धि देय होगा एवं यदि किसी कर्मी के जिलायजन की तिथि किसी माह के 01 तारीख के बाद होगी तो उन्हें 12 माह की एक अवस्था के उपरांत अन्त माह में वार्षिक वेतन वृद्धि देय होगा एवं इसके लिए अलग से आदेश की आवश्यकता नहीं होगी।

3. उक्त आदेश के क्रम में प्रथम मानदेय वृद्धि दिनांक-01.06.2019 से प्रभावी होगा।

(संयुक्त सचिव)

(संयुक्त सचिव)

(संयुक्त सचिव)

(संयुक्त सचिव)
झापांक- विंडोजिंग-स्वास्थ्य(बैच्च)-04/2019..........................,पटना-23,दिनांक-........................
प्रतिलिपि: आई.टी. मैनेजर, मैनिफेस्ट विभाग, बिहार, पटना/आई.टी. मैनेजर, बिहार
विकास मिशन को website पर प्रकाशित करने हेतु प्रेषित।

[Signature]

सदस्य सचिव
कार्यलय आदेश

मुख्य सचिव, बिहार सह-अध्यक्ष, कार्यकारी समिति, बिहार विकास मिशन, की अध्यक्षता में बिहार विकास मिशन के कार्यकारी समिति की दिनांक-18.04.2019 को सम्पन्न बैठक की कार्यवाही ज्ञापक-634, दिनांक-29.04.2019 के कार्यक्रम संख्या-08 के अनुसार में बिहार विकास मिशन के HR Manual में बिजली प्रवाहाधीन समाधित किया जाता है:-

बिहार विकास मिशन की स्थापना के बाद सभी नियोजित कर्मचारी को बिहार विकास मिशन में नियोजन अवधि में आकस्मिक निवेदन होने की परिस्थिति में उनके नामांकित/ अभिव्यक्ति की अनुवाह अनुकूल प्रयोग के रूप में एकमुख 4,00,000/- (बार लाख रूपये) देय होगा। इसकी स्वीकृति उपम स्वास्थ्य प्राधिकरण के निर्देश मूल्य प्रमाण पत्र के आधार पर सदस्य सचिव, बिहार विकास मिशन, बिहार द्वारा न्यूत सरकारी कर्मी के नामांकित/ अभिव्यक्त को किया जाएगा एवं उसका भुगतान संबंधित नियोजित कर्मी को अंतिम भावनें भुगतान करने वाले कार्यलय द्वारा किया जाएगा।

(संयोजक कुमार)

सदस्य सचिव

प्रतिलिपि:- मुख्य सचिव, बिहार विकास मिशन, बिहार विकास मिशन, बिहार महाविद्यालय, सबसे अपर मुख्य सचिव/ मानवीय मुख्य सचिव, बिहार के सचिव/प्रशासन सचिव/ सचिव/ मिशन निदेशक/ सभी जिला पदाधिकारी का सूचनार्थ एवं आदेशक कार्यांश प्रशिक्षित।

(संयोजक कुमार)

सदस्य सचिव

प्रतिलिपि:- अपर निदेशक (सूचना मॉडलिंग)/ अपर निदेशक (इंटरनेट जीवन)/ सभी उप-निदेशक निदेशक/ मुख्य महाप्रबंधक/ महाप्रबंधक (विधि एवं अधिप्रवाह)/ महाप्रबंधक (सामव संसाधन एवं सूचना प्राप्ति/ महाप्रबंधक (वित्त एवं लेखा), बिहार विकास मिशन को सूचनार्थ एवं आदेशक कार्यांश प्रशिक्षित।

(संयोजक कुमार)

सदस्य सचिव
झापांक- बिहारियोंस्तर पदवी-04/2019.................................., पटना-23, दिनांक-........................................
प्रतिलिपि:- आईटी मैंनेर, मंत्रिमंडल साहित्यकला विभाग, बिहार, पटना/ आईटी मैंनेर, बिहार विकास मिशन को website पर प्रकाशित करने हेतु प्रेषित।

27/5/2019
सदस्य सचिव