



बिहार विकास मिशन

(मंत्रिमंडल सचिवालय विभाग के शासकीय अधीन)
बिहार राज्य भवन निर्माण निगम कैम्पस,
हॉस्पिटल रोड, राजवंशी नगर, पटना-800023
दूरभाष संख्या:-0612-2285262

प्रेषक,

संजय कुमार, भा० प्र० से०,
सदस्य सचिव, बिहार विकास मिशन-सह-
प्रधान सचिव, मंत्रिमंडल सचिवालय विभाग,
बिहार, पटना।

सेवा में,

सभी अपर मुख्य सचिव/
सभी प्रधान सचिव/सचिव/
मिशन निदेशक, बिहार विकास मिशन/
सभी जिला पदाधिकारी, बिहार/
सभी महाप्रबंधक, बिहार विकास मिशन, पटना।

पटना, दिनांक 16/08/19...

विषय :- बिहार विकास मिशन के कर्मियों(संविदा) के क्षतिपूरक अवकाश के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि बिहार विकास मिशन के HR Manual के आलोक में ही बिहार विकास मिशन के कर्मियों को अवकाश अनुमान्य है एवं उन्हें क्षतिपूरक अवकाश देय नहीं है। अगर किसी कर्म को क्षतिपूरक अवकाश प्रदान की गयी है तो उसका समायोजन उनके अवशेष आकस्मिक अवकाश से किया जाना अपेक्षित है।

अतः बिहार विकास मिशन के HR Manual की HR Policy No.-10 तथा 12 की छायाप्रति संलग्न करते हुए अनुरोध है कि प्रवृत्त प्रावधानों एवं प्रक्रियाओं के अनुरूप बिहार विकास मिशन के कर्मियों को अवकाश स्वीकृत करने की कृपा की जाय।

अनुलग्नक- यथोक्त।

विश्वासभाजन

16/8/2019
(संजय कुमार)
सदस्य सचिव

Holidays and Leaves
HR Policy No. 10, Version 1.0

Issue date: _____

Applicability date: _____

Document history

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes

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 -

S.N	Particulars	Description
1	Holidays	<ul style="list-style-type: none"> Number of holidays will depend on Gazette published each year by Government of Bihar, and as amended from time to time.

2	Allowed leaves during contract tenure	<ul style="list-style-type: none"> Head Office*: 1 (One) <u>casual</u> leave for every completed month of service. District Office: 1 (One) <u>casual</u> 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.
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		*Head Office of BVM / Department HQ / or any other related office located in Patna
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3	How to apply for leave and its approval	<ul style="list-style-type: none"> • <u>Leave applied but not approved before date of start of leave, is deemed not approved</u> • 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	<ul style="list-style-type: none"> • <u>If Controlling Officer rejects any approved leave, it must be notified to the employee before the leave period starts</u> • 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) <ul style="list-style-type: none"> ○ Controlling Officer has to inform HR Cell regarding the same ○ 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	<p>In cases of exigent circumstances, employees' may be allowed to avail of leave without pay (LWP)</p> <ul style="list-style-type: none"> • 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

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		cumulative sum total of various short LWPs during the contract tenure
8	Leave encashment	<ul style="list-style-type: none">• There is no leave encashment At the time of leaving/separating from BVM/end of contract duration , any un-availed leave will be forfeited

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:

- 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.
- 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.

Timing and Attendance

HR Policy No. 12, Version 1.0

Issue date: _____

Applicability date: _____

Document history

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes

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 –

S.N	Particulars	Description
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Daily attendance is monitored through biometric system or time and attendance register/HRMS Registering entry time is mandatory for all employees

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4	Late to office	<ul style="list-style-type: none"> • Late by up to 1 hour after the official entry time <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 30 minutes from 1:30 PM – 2:00 PM
6	Leaving office / or as per HRMS	<ul style="list-style-type: none"> • Register your out time in the biometric system or attendance register • Missing out time record is allowed only 03 (three) times in a month <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 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