Government of Tripura
Rural Development Department

F.No.3(33)-RD(TRLM)/2014/2027-45

Dated: 07-11-2015

MEMORANDUM

Human Resource (HR) Manual has been introduced in Tripura Rural Livelihood Mission (TRLM) vide memorandum no. F.3(33)-RD(TRLM)/2014/2903-2922 dt.03.11.2015.

There is a provision for enhancement of remuneration @ 3% for the contractual employees of TRLM on completion of every 12 (twelve) months of engagement. Such annual enhancement will be regulated in the following manner.

1. The qualifying service of 12 months will be counted from the date of first joining to the post and shall include any leave, of the categories as defined at para 4.2 of the HR Manual, sanctioned to the incumbent during the last 12 (twelve) months.
2. Any unauthorised absence, leave without pay etc. shall not be counted as qualifying service.
3. There is a provision for re-engagement of the contractual employees of TRLM on completion of the contract period after giving one day break if the performance of the incumbent was satisfactory. Qualifying service of 12 (twelve) months for allowing the enhancement shall be counted notwithstanding the day(s) of break.
4. Contractual employees joining in between 1st July to 31st December of a particular year shall be entitled for enhancement of remuneration on 1st July of the next year.
5. Similarly, incumbents joining on in between 1st January to 30th June of a particular year shall be entitled for enhancement of remuneration on 1st July of the next year.
6. Concerned Head of Office shall be competent to issue the order for enhancement.

The HR Manual has been made effective since 01.07.2015. Accordingly appropriate action for releasing the enhancement in remuneration of the contractual employees of TRLM who became eligible for the enhancement on 01.07.2015 shall be taken by the concerned Head of Office at the earliest.

Enclo: As stated

(N. R. Dey)
Joint Secretary to the
Government of Tripura

PTO
Copy to:

1. The PA to the Hon'ble Minister, RD Department, Govt. Of Tripura for kind information of Hon'ble Minister.
2. The Principal Secretary, Rural Development, Government of Tripura for kind information.
3. The CEO, TRLM for kind information.
4. The Addl. CEO, TRLM.
5. The District Mission Manager, Dhalai/ Gomati/ South Tripura DMMU.
6. The Block Mission Manager, Dumburnagar/ Ambassa/ Killa/ Matabari/ Jolaibari/ Satchand BMMU.
7. All SMM/ PM/ FIC.
8. Guard File.

Joint Secretary to the Government of Tripura
Government of Tripura  
Rural Development Department

F.No.3(33)-RD(TRLM)/2014/2903-2922  
Dated: 29.11.2015

MEMORANDUM

For regulating the service of all Government and contractual employees working in Tripura Rural Livelihood Mission (TRLM), a Human Resource (HR) Manual is introduced in TRLM. Finance Department has concurred the HR Manual vide U.O.No.718/Fin(G)/15 dt.13.08.2015. Government in RD Department has approved the said manual vide U.O.No.186/MIN/RD/15 dt.31.08.2015.

The HR Manual shall be effective w.e.f. 01.07.2015. A copy of the said manual is enclosed with a request to all concerned to follow the manual for Mission works.

Enclo: As stated

(N. R. Das)
Joint Secretary to the  
Government of Tripura

Copy to:

9. The PA to the Hon'ble Minister, RD Department, Govt. Of Tripura for kind information of Hon'ble Minister.
10. The Principal Secretary, Rural Development/Finance Department, Government of Tripura for kind information.
11. The CEO, TRLM for kind information.
12. The Addl. CEO, TRLM.
13. The District Mission Manager, Dhalai/ Gomati/South Tripura DMMU.
14. The Block Mission Manager, Dumburnagar/Ambassa/Killa/Matabari/Jolaibari/Satchand BMMU.
15. All SMM/PM/FIC.

(N. R. Das)
Joint Secretary to the  
Government of Tripura