

HUMAN RESOURCE POLICY

BACKGROUND:

Chetna Vikas is an NGO Registered under Societies Registration Act and Foreign Contribution Regulation Act, active in the field of Rural Development since 1985 in Santhal Pargana region of Jharkhand state. Chetna Vikas focuses on environmentally sound sustainable agro based livelihood systems and income generation activities through the promotion of Self Help Groups. Our objectives are to strengthen people's organizations and equip with adequate infrastructure facilities and technical know how so that developmental activities can take place on its own in sustainable way.

VISION:

The vision of Chetna Vikas is to establish a progressive and sustainable Society in which all people lead a dignified life ,(Free from Social, Political and Economic differences.) live in peace as well as enjoy the rights of freedom of expression and get equal opportunity to participate in public sphere.

MISSION :

The Mission of the organization is to eliminate socio economic inequality and injustice, promote economic self reliance of the poor, ensure gender equality, support local conflict resolution, well being of children and women, strengthen local self governance, enable people and physically challenged persons to participate in and carry forward the development process, ensure proper natural resource management and promote peoples advocacy to empower the poorest of the poor to subsequently achieve **sarvodaya**.

STRATEGY

- ✘ Creating awareness among the under privileged community.
- ✘ Focus to right based work
- ✘ People centered, participatory and need based work.
- ✘ Facilitating and assisting people to get the benefit of various development programs of the Government.
- ✘ Empower Community Based Organizations and Civil Society organizations for taking development initiatives in their respective areas.
- ✘ Emphasizing the women, children, adolescents to inhabit the rights to sustain better life.

HUMAN RESOURCE:

Chetna Vikas tries to promote a feeling of understanding and respect among our employees. A key to our success lies in the quality and dedication of our employees. Chetna Vikas believes that the success of any developmental activity lies in hands of dedicated and committed employees. It is expected that each employee of Chetna Vikas should have the following qualities :

GENERAL QUALITIES:

- ✘ Provide quality services
- ✘ Committed to do best
- ✘ Sincerity & Honesty
- ✘ Discipline & Punctuality

SPECIFIC SKILLS:

In addition to above, function/responsibility and task specific skills will be required. These will be imparted from time to time as per necessity. All these will be reflected through the performance, achievements and career growth of every staff of the organization in a well-planned and structured manner.

COVERAGE:

The policies and procedures apply to all employees of the organization, except as otherwise specified in this document without regard to race, colour, creed, religion, national origin, gender, age, disability.

GENDER POLICY

Gender equity at the work place is very important. Hence Chetna vikas will provide equal opportunity for employment. All the policies, rules and regulations shall be gender sensitive. All the interviews for staff recruitment will have women equally represented on panel of interviewers. In the programmatic level also the organization will ensure that gender equity, forms an essential element of all project planning , implementation and monitoring. Chetna Vikas will form a committee with senior woman staff member as chair person. The committee will look into the complaints of sexual harassment. The committee will take up the case, will provide support in terms of lodging complaint, will support with

counseling and referral services. The primary task of the committee will be to address sexual harassment.

- Members will meet once in six weeks and minutes of the meeting will be recorded.
- Members should ensure confidentiality of all cases.
- Members should tackle each case on the basis of its merits. Their duty to committee should be prioritized over their personal relationship and likes/dislikes.
- Members/Committee should take collective and not individual decisions.
- The committee may take up cases on merit of the situation without a formal complaint being lodged.
- False complaints will attract stern disciplinary action.

ADMINISTRATION:

Amendments to these policies and procedures shall be made in accordance with the procedure herein. This is not an employment contract. This document is a statement of current policies, practices, and procedures. No provision of these personnel policies and procedures shall be deemed to give employees any more property rights in their jobs than may already be given by the charter. The organization reserves the right to alter or change any or all of these personnel policies and procedures without prior notice to the employees.

ETHICS:

The main purpose of these policies is to establish a high degree of understanding, Co-operation efficiency and unity among employees of Chetna Vikas. Another purpose is to provide uniform policies for all the employees with all the benefits without regard to caste, creed, colour, religion, gender, age, disability or national origin.

Each employee of organization is expected to understand

- The organization's purpose, goals, activities.
- What the organization is expecting from you and what you can expect from the organization.
- The service rule of the organization and the implications of the provisions therein.
- Follow the code of conduct and norms of the organization.

CODE OF CONDUCT:

In addition to normal code of behavior, the ethics and code of conduct will specifically include the following that every staff shall follow;

1. Refuse large or otherwise inappropriate gifts for personal use.
2. Should commit to follow the organization's written standard of conduct and such standard of conduct is specified for the specific responsibility and task
3. Oppose and not act as a willing party to wrongdoing, corruption, bribery, other financial impropriety, or illegal acts in any of its activities.
4. Take prompt and firm corrective action whenever and wherever wrongdoing of any kind is found among his/her team and associates;
5. Maintain confidentiality to fellow team members desiring to present evidence of misconduct or other irregularities in the conduct of anyone associated with the organization.
6. Not to use disgraceful language toward the public, Board, other officials of the organization or fellow employees.
7. Not to use official position for personal advantage.
8. Not to steal, destruct, or damage organizational property.

Violation of the above will reflect misconduct and it is a serious breach of discipline. Whenever an employee's performance, attitude work habits, or personal conduct fall below a desirable level, project in-charge shall inform employees promptly and specifically of such lapses and shall give them counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action.

SERVICE RULE:

- **Defining Role and Responsibility**
During joining each and every staff will get joining letter clearly defining the role and Responsibility that he/she will have to carry/ perform in the organization.

- **Career growth**

Employees are encouraged to take advantage of job related training opportunities to improve their job skills. The Secretary / Director based on the project in-charge's recommendation will determine who will attend training sessions subject to the availability of budgeted funds. He /She may enroll for higher education or attend any specific programme or course after the approval of the Management.

- **Yearly performance evaluation/ Increment**

Performance appraisal format has been developed for each staff. Job appraisal is done every year to assess the performance of the staff. At the end of the year each staff is interviewed to fill up the appraisal form. Increment is given according to the score of the overall performance rating. Percentage of increment will differ from project to project.

Disciplinary rule

In addition to the conduct, procedure etc disciplinary rule will also be applicable to non-performance against jointly agreed upon target etc as follows:

- (a) Work as per jointly agreed target and quality standard should be completed according to monthly and quarterly action plan & budget prepared considering the requirement of approved target & terms & conditions of the project. If this is not achieved, administrative action may be taken against the defaulting staff.
- (b) Approval of advance and expenditure against advance availed should be according to the approved budget and organization's financial rule. Administrative action may be taken against the defaulting staff.

- **Career Growth Opportunity**

The staff may inform the Management of his/her desire/willingness to get higher qualification / any course that will help & contribute to the overall development of the organization. After approval of the Management, he/she may enroll for higher education or attend any specific course/Programme.

- **Capacity building**

Organization will prepare the yearly training calendar for capacity building & desired growth of the employee. The designated committee will conduct the exercise every year in March to assess the training need and accordingly prepare the annual training plan.

- **Facilities**

1. Provident Fund (PF)
2. Other benefits if available.

In addition to the above, all will avail the Leave facility as per the service rule of the organization.

Probation period for new staff will be one to six months as decided by the Management. During probation, facilities and leave entitlement will not be applicable.

- **Recruitment and Retrenchment**

Recruitment of new staff will be done through advertisement or through circular. A committee constituted by the Secretary with one member from Governing Body, Director and one staff member will select as per the project /program / organization's requirement. The Secretary will approve and thereafter issue appointment letter.

The monitoring committee will monitor and record the performance of each staff and submit a Report to the Secretary. The committee may recommend to the Secretary for retrenchment of any staff based on the performance evaluation and condition of the project.

- **Identity Card to all employees**

Every permanent employee of the organization will be issued identity card by the Management.

- **Quality-Improvement-Programme (QIP)**

The Governing Body or the Management will formulate QIP for the staff from time to time. This will be worked out keeping in view the emerging need, Organizational Development, activity diversification etc. It will be mandatory for each staff to join this Programme.

The HR Policy will always be modified/vetted by the competent legal person/body fixed by the Governing Body of the organization.

Use of Vehicles:

All vehicles are for office use only, except as delineated below

1. No person other than employee authorized by his or her department head may operate an organization vehicle. Drivers of Vehicle must have valid and current driver's license.
2. Persons who are neither current officials nor current employees of the organization are prohibited from riding in any organization vehicle unless so authorized by project in-charge of the employee operating that vehicle.
3. No organization vehicles may be operating outside project area of the organization limits by any employee unless so authorized by the project in-charge of that employee.
4. Employees are expected to use organization vehicles in safe manner, in accordance with manufacturers specifications and as directed by each employee's project in-charge. In particular employees are to wear helmet whenever operation any vehicle. Under no circumstances shall the vehicle be operated while the operating employee is under the influence of alcohol or any drugs that could adversely affect the employee's ability to operate the same both safely and efficiently.

5. Any damage to any organization vehicle including that from normal wear and tear shall be reported to employees' project in-charge as soon as practicable. Failure to do so on the part of the employee responsible for any such damage may result in disciplinary action up to and including dismissal.
6. All employees who handle organizational equipment are responsible for its care and security while under their control. The loss, damage or waste of the organization property through negligence, carelessness or improper care or use may be grounds for disciplinary action up to and including dismissal. The employee responsible for such loss, damage or waste may be charged for the property in question or any repair, recovery or replacement costs.
7. At the time of separation of employment and prior to receiving final moneys due, the employee shall return to his or her department any and all assets, books, keys, manuals, records, and other items of organization's property in the employee's care and custody, certification to this effect shall be made by the employee's project in-charge, because any money due from the employee shall be collected or deducted from his/her pay.
8. No employee is permitted to use organization equipment for his personal advantage.
9. The vehicle logbook must be properly maintained by the user of the vehicle.
10. The Secretary may authorize certain employees to drive the assigned organization owned vehicles to their place of residence after normal working hours, but the vehicle may be utilized only for commuting and not for personal purposes.

Personal Telephone Calls:

Using organization telephone during regular work hours for local and /or long distant calls of a personal nature, except in emergency cases is discouraged. Personal calls that must be made or received during office hours are permitted if they are held to a minimum and do not interfere with the employees work.

Emergency personal telephone calls may be made or received at any time. Examples of emergencies are illness of or injury to a member of the employee's family, changed plans regarding an employee's transportation home from work, or extreme weather conditions. The caller and /or the employee and not the organization shall pay the cost of any long distance personal telephone calls, even of emergency nature. Lengthy personal phone conversations on non-emergency matters may result in disciplinary action.

Traveling, Accommodation and DA allowance:

The organization will provide second class Buss/Rail fare and accommodation expenses up to Rs.150 to 500 if, the organizational accommodation is not available. If the project/ programme or any other agency inviting where the higher traveling expenses and accommodation can be availed if it is reimbursed by them. The DA allowance will be circulated time to time approved by Managing Committee.

Personnel Records:

Collection, Retention and use of Personal information

1. The organization shall maintain a separate personnel file of each employee's employment records. Medical information about each employee shall be kept confidentially and separate from their personnel files.
2. Project in-charge may keep separate file for their sub-ordinates but only with the knowledge and consent of the Secretary. Only information regarding these employees job performance may be kept in these files. A project in-charge's personnel file for a particular employee shall be transferred to organization's personal file for that same employee when that employee separates from the organization.
3. Payroll data, including time sheets and records on the accrual and use of leave with pay shall be kept by the finance department. The departmental file may include information about an employee's wage or salary history and attendance records.
4. An employee may review the organization's personnel file for himself or herself at any time during normal working hours of the office, but only in the presence of an authorized representative.
5. Employees may take notes or may request the organization representative to copy any of the file's contents on duplicating equipment.
6. The organization will disclose personnel information to prospective employers of current or former employees as necessary. In most cases, such disclosures will be limited to confirming the dates of employment, title or position, job location, and wage salary.

Use of Organizational Infrastructure:

The infrastructural facilities such as telephones, (including land-line and mobile), computers, electronic -mail, printers are designed and intended for use by employees and officials of the organization for conducting the organization's official work. Such technology is not intended for personal use.

The use of computer system is a privilege, not a right and inappropriate use may result in cancellation of those privileges. The organization's managing committee member may at any time, deny, revoke, or suspend the computer access of any user. Access to internet is provided for employees to conduct research and communicate with others. Access to internet can be revoked at any time if it is or has been used in inappropriate manner

Separation:

At the time of separation and prior to final payment of all remaining compensation due and payable, all records assets and other organization's property in the employee's custody shall be transferred to the project in-charge. Any amount due because of shortages shall be withheld from the employee's final compensation. The date of separation shall be the last date an employee is on active employee status.

All full time and part-time employees, other than temporary/seasonal employees who are voluntarily separating from the organization will have scheduled an exit

interview with the project in-charge/ Director or the Secretary. The main purpose of this interview is to ascertain whether the reason for the employee's separation is founded upon a misunderstanding that might be corrected by either the organization or the employee or upon any dissatisfaction with the organizations working conditions. Any information that may improve future working conditions in the organization is always welcome.

Resignation:

In the event an employee decides to leave the organization one month notice shall be given to Secretary through his /or her project in-charge /Director so that arrangement for a replacement can be made. In such a case employees shall be expected to return any/or all organization's equipment assigned by their date of separation. An unauthorized absence from work for a period of three (3) consecutive working days may be considered by the project in-charge as a resignation.

Completion of Service:

Temporary/Seasonal employees who complete their term of employment are expected to return any/ or all organization's document assigned by their date of separation.

STAFF SERVICE RULE

TITLE

- a) These rules shall be called the rules for the Chetna Vikas (herein referred as Society Staff Service rules and shall be applicable to all staff working for the society.
- b) These rules which were approved by the Society shall come into force with effect from 1st January 2009 These rules shall also applicable to the staff appointed earlier in the society.

Definitions:

- a) Management means the General Body/Governing Body & Secretary of Society registered under Societies Act, 1860 at Patna and New Registration in Jharkhand state, Ranchi , having its Registered office at Deoghar, Jharkhand ,India.
- b) Secretary means the person to whom the executive powers have been delegated by the Governing Body of the Society. Secretary will further appoint Director to take care of the Day to Day activities.
- c) Society means Chetna Vikas registered at Ranchi and having its registered office at Deoghar, Jharkhand, India.
- d) Staff means any person engaged by Society in any work in any capacity, full time/part-time whether skilled or unskilled, technical or clerical, Managerial or Supervisory in the project/Programme for whose services a remuneration is paid directly.

Classification of Staff

Core: Core staff shall be the persons who are dedicated to the causes of the society and are part of the organizational culture on a long term basis.

Regular: An employee who has successfully completed three to six months probationary period of employment with the society for the position to which he or she has been appointed.

Temporary: An employee either full-time or part-time who is appointed to a position of a temporary, seasonal, or irregular nature for a period of time neither greater than six (6) consecutive months in duration nor more than six(6) months in any one (1) calendar year.

On-Contract: An employee who is employed on contract for a stipulated period of time on the lapse of which contract may be renewed with mutual consent.

Casual: An employee who is employed on day to day basis for work of casual nature.

Substitute: An employee who is engaged in the post of a staff who is temporarily absent

Part-time employee: An employee who is normally and regularly scheduled to work for a specified period or on hourly basis.

Volunteer: An individual who works for the society for no compensation or remuneration of any kind.

Employment:

All employment applications are received at the office. Employment applications for positions defined are given after certified by the Governing Body / Secretary/ Director. Employment applications are accepted only for specific positions and only during the period of time the society has advertised that it is accepting applications for that same position. The Governing Body and Secretary are jointly responsible for properly selecting and appointing staff. The society does not discriminate on the basis of race, color, creed, religion, national origin, gender, age disability.

An applicant may be removed from consideration if he or she

1. Declines an appointment when offered.
2. Cannot be located by the postal authorities(it shall be deemed impossible to locate an applicant when a communication mailed to the last known address is returned unclaimed)
3. Has made a false statement of material fact on, or has omitted material information from his or her employment application.
4. Does not possess the minimum qualification as indicated by the job description.

Notes:

- ✘ Employment on contract will be done only against specific projects/ Programmes
- ✘ 'On contract' employee shall be entitled only to the benefits specified in writing contract to employment
- ✘ A casual staff shall not be entitled to benefits provided to other classes of employees.
- ✘ A substitute shall not be entitled to benefits provided to other classes of employees.
- ✘ Part -time staff is not entitled to the benefits provided to full time staff members. They will be entitled to benefits proportionate to their period of work.

Selection

Selection for appointment shall be made by the appointment authority constituted by the Governing Body / Secretary of the society. This committee constitutes of one member from Governing Body , Director, Project In-charge and Secretary . The committee members are responsible for selecting staff.

Appointments:

All employees are appointed by the society for the project / programme till the project is funded. All appointments for the project/ programme cease to exist automatically with the end of funding for that project.

Probationary Period

The probationary or working test period is an integral part of the examination process and shall be used for any kind of employment in the society.

- a) Closely observing the employee's work
- b) Securing the most effective adjustment of a new employee to his or her position and
- c) Rejecting any employee whose performance does not meet work standards.

The probationary period is for the period of one (1) to (6) months. During probationary period an employee is required to demonstrate fitness for the position by actual performance. At any time during a probationary period the employee may be dismissed without recourse.

Before the employee completes one(1) to six (6) months of probationary employment, the Director/ Project In charge shall notify the Secretary as to whether the employee's service has been satisfactory and whether the society should continue to employ the individual.

Short Term- Temporary appointments

Such appointment will not be made for more than six (6) months.

Furnishing of Bio-Data

It shall be incumbent upon every staff to furnish in writing his correct and complete bio-data as required by the Management for the purpose of record and also to promptly notify in writing any subsequent changes in the bio-data. Every employee should submit a medical fitness certificate from a Registered Medical Practitioner before appointment.

Record of Age

The management shall verify and record the age of every staff. Anyone of the following documents shall be deemed to be satisfactory proof of the age of an employee.

- a) School Leaving Certificate
- b) Birth Certificate issued by Municipal Corporation or Gram Panchayat or Registrar of birth and Death.
- c) Baptism certificate

The age of the staff verified as above and accepted and recorded by the management shall be the sole evidence of the age of the staff for all purposes concerning employment.

Attendance:

- ✘ Staff shall sign attendance register on arrival at the office on each working day.
- ✘ All staff shall report duty punctually at the stipulated time.
- ✘ Habitual late attendance will be deemed to be a breach of discipline. Three late attendances in a month will render an employee liable to deduction of one-day salary.
- ✘ If the organization needs the employees to work for extra hours after office hours organization will provide food /snacks.
- ✘ If the employee works over time continuously for a week then organization can provide one day extra off excluding Sunday.

Exclusive Service:

No employee shall seek or accept any part-time employment either for financial consideration or otherwise. Staff members may accept a position in an honorary capacity in a society with prior written permission from the secretary that there is no conflict of interests and the holding of such position does not interfere into their work with the said project.

Exclusive Property:

All information data, documents and research materials collected by employees while in the service shall be the exclusive property of the society and no employee shall have any claim to any such property. Staff desirous of having these materials may get copies with prior approval of the Secretary. In case of confidential documents e.g evaluation of a project of diagnostic studies the permission of the owner or the project holders also shall be necessary.

Working Hours:

- ⌘ The office will function from Monday through Saturday except on holidays from 9.30 a.m to 5.30 p.m with one hour break for lunch between 1.00 to 2.00 p.m.
- ⌘ All employees shall be required to attend any emergency or other urgent duties outside their regular hours of work including Sundays and Holidays.

Holidays

A list of Holidays to be observed during the year will be prepared before the end of the preceding year. This list as approved by the Secretary of the society will be displayed on the office notice board.

Confidentiality

All employees of the Project / Programme including staff trainees shall maintain confidentiality of all information pertaining to the internal and external functioning of the society. The divulging of information gained while in service which is likely to harm the good reputation of any individual or project will attract disciplinary action.

Consultancy Service:

- a) All consultancy fees and other payment for services rendered by programme personnel will be paid to respective projects/ programmes.

- b) Consultancy service of any duration to institutions or organizations which are not associates of the project will need to have prior approval from the Secretary. The terms and conditions of such services will be stipulated in a contract, memorandum of understanding or a written agreement between the project and the concerned Institution.
- c) Prior written permission of the management shall be necessary for accepting any consultancy service.

Payment of Salaries and Wages

- a) Salaries will normally be paid directly into the bank accounts of staff or any cash as agreed between staff and Management of the society.
- b) Permissible deductions from Salaries are
 - ✘ Income Tax Payable by employees.
 - ✘ Fines and penalties imposed by competent authority.
 - ✘ Any other as per the laws and rules.

Salary is normally paid on the first week of month following the month for which salary is due.

Change of Job Assignment

In the overall interest of the society all staff members are required at any time to assist in any work and to accept any change of job assignment to act according to the needs of the projects/ programmes.

Posting and transfer regardless of the post to which staff is initially appointed the management reserves the right to transfer from one project to another, in the same remuneration.

Circular

Organization is liable to change policies, rules at any time. Office Circular will be displayed in the Notice Board regarding the changes made.

Cessation of Service:

- ✘ Any employee desirous of leaving the services of the project/programme shall submit a letter of resignation to the appointing authority by giving one working month's notice. If convenient to the management resignation can be accepted with immediate effect if the employee deposits salary in lieu of notice or for the short fall therein. Core staff shall have to give 3 months notice in case of notice is not given.
- ✘ The management reserves the right to refuse or to accept the Resignation of the employee against whom disciplinary proceedings are pending, of for breach of contract, or whose services are liable to be terminated for breach of discipline.
- ✘ Settlement of accounts: An employee who is resigning his service with the project /programme shall settle all outstanding loans and handover the project in-charge / Director all the documents , files, records, equipments and other property of the society which are currently in his custody and shall obtain clearance to that effect. Failure to do so shall entitle the management to recover all such amounts or properties in any manner considered appropriate.

Misconduct

The term misconduct shall denote any offense or act of commission or omission on the part of a generally understood and shall be deemed also to commit offenses or acts of commission or omission under against these services rules or any other regulations and or practices of the society. The following acts of omission or commission shall constitute misconduct.

- ✘ Willful in subordination or disobedience whether alone or in concert with others of any lawful and reasonable order of a superior including refusal to accept a show cause notice/charge sheet or any other official communication
- ✘ Going on any type of strike or inciting others to strike.

- ⌘ Theft, fraud, sabotage, dishonesty or impersonation in connection with the work or property of the Institution.
- ⌘ Demanding, accepting or offering bribes in cash or any kind in illegal gratification whatsoever in respect of the activities/ goods of the Institution
- ⌘ Accepting commission in connection with the sale or purchase of goods/ property of the Institution.
- ⌘ Habitual late attendance or leaving work place before time unauthorized
- ⌘ Habitual unauthorized absence
- ⌘ Negligence in duty
- ⌘ Breach of rules and regulations applicable to the project.
- ⌘ Drunkenness , drug addiction or riotous, disorderly and for indecent behavior within the institutional premises
- ⌘ Assaulting, threatening, abusing or intimidating any other employees of the project, conduct likely to cause breach of peace or endanger life and /or safety of others and acts involving moral turpitude. Incase of the above said acts committed outside the premises of the institution, to be treated as misconduct, there must be functional connection with the affairs of the Institution.
- ⌘ Conviction by any court of law for an offense involving moral turpitude
- ⌘ Gambling within Institution premise.
- ⌘ Holding meeting within the premised without prior permission of the management.
- ⌘ Undertaking any other employment /trade while in service of the institution without prior written permission.
- ⌘ Giving false information regarding age, qualifications, experience residential address etc. at the time of initial induction or thereafter
- ⌘ Tampering the official records or documents
- ⌘ Making false, malicious or derogatory statements against the institution or any of its employees.

- ✘ Malingering, Loitering, idling or wasting time during working hours.
- ✘ Defaulting in the maintenance of cleanliness at the work place or in his dress.
- ✘ Misusing the manpower and property of the institution for personal gain or benefit, misappropriation or criminal breach of the society.
- ✘ Causing damage to the personal property of the Institution.
- ✘ Indulging in money lending or borrowing.
- ✘ Refusing to obey an order of transfer.
- ✘ Publishing or causing to be published any article or statement bearing on the affairs or reputation of the institution in any journal, book or newspaper without prior permission of the management.
- ✘ Objectionable behavior with the colleagues.

Penalties for Misconduct

- a) Fine for Censure
- b) Suspension without any payment for a period not exceeding 10 days
- c) Recovery from pay of any pecuniary loss caused to the society by negligence or breach of orders
- d) Reduction to a lower post or lower stage of pay
- e) Removal from services without bar on future employment
- f) Dismissal from service with bar on future employment

Submission and subsistence allowance

- ✘ If misconduct is alleged against an employee he may be suspended pending in appropriate cases depending on the nature of misconduct and its effect on the discipline and working of the organization
- ✘ An employee may also be placed under suspension if a case against him in respect to any criminal offense is under investigation. If the police detain employee for more than 48 hours on a criminal charge he shall be deemed to have been further orders. Written orders shall be communicated to the employee in such cases.

- ✘ An employee suspended pending enquiry shall be given a charge sheet within 30 days of his suspension and shall be paid subsistence allowance. The period of suspension shall not ordinarily exceed three months.
- ✘ The order of suspension shall be in written and shall set out as far as possible the nature of misconduct alleged against the employee. The employee shall not enter the establishment during suspension except with special permission. He shall not leave station without prior permission of the management and shall remain available for processing disciplinary proceedings. No leave can be granted for the employee under suspension.
- ✘ If after the enquiry, an employee is exonerated of the charges leveled against him he shall be paid full wages for the period of suspension as if he was on duty and the subsistence allowance already paid shall be adjusted. On the other hand if one of the major penalties is imposed to the employee the period of suspension shall stand confirmed and not further payment other than the subsistence allowance already paid shall be due to him. In the event of minor penalty it shall be at the discretion of the disciplinary / appointing authority to adjust the subsistence allowance already paid.
Alternatively period of suspension may be converted into leave of the type due to the employee at the discretion of the disciplinary / appointing authority.
- ✘ Nothing shall prevent the Management from terminating the services of an employee by giving notice as prescribed under his contract of employment, notwithstanding the fact that an enquiry into alleged misconduct of the employee is pending.

Subsistence allowance

1. An employee placed under suspension pending enquiry shall be paid subsistence allowance equal to one half of the wages to which he would have been entitled while on annual leave for the first 90 days of his suspension subject to the condition that he is not engaged in any other employment, business or profession during the said period of suspension.

Amendments & Interpretations

1. Governing Body/ Secretary is the sole authority, to amend, modify, or in any other way to alter these rules from time to time.
2. The Governing Body / Secretary reserves the right to amend, modify or supersede any of the rules contained herein and to issue orders or instructions as may be considered expedient and appropriate in specific cases.
3. Each employee will be provided with a copy of these services at the time of appointment. Any amendment or modification thereto which may be issued from time to time shall be widely circulated in the society.
4. In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the Governing Body/ Secretary shall be final.

Leave Rules

Every employee shall have one day off in each week. Leave shall be granted in accordance with the following leave rules which shall be applicable to all employees of the society.

1. The leave is calculated from 1st April to 31st March of the subsequent year.
2. The leave application in the prescribed format shall be submitted to the project co-ordinator / Director
3. The leave is sanctioned by the Secretary / Director after the approval of the Project Co-ordinator. The project co-ordinator may refuse, revoke, and revise leave of any description if exigencies of the work make it necessary.
4. Ordinarily no employee shall absent himself from work unless he has obtained prior sanction for the leave of absence.
5. Absence from duty without proper sanction will be deemed to be misconduct and will render the employee concerned liable to disciplinary action.
6. If any employee is absent without leave for more than 15 consecutive days or absent for more than 8 days beyond the period of leave originally sanctioned or subsequently extended he shall be deemed to have abandoned service voluntarily without notice. Such an action will be taken

only after giving an opportunity for explanation, the society may allow the employee to rejoin service if an application is made in writing. However the period of absence will be deemed to be a break in service.

7. Leave will ordinarily begin and end soon the date sanctioned. All Sundays and holidays falling within the leave period will be part of sanctioned leave.
8. The employees in the field office who wishes to go to native place on Sundays and Holidays must inform the Head office about their absence in working place.
9. Leave will be calculated on prorata basis, and will depend on actual leave spend on duty in the calendar year. For arriving at the number of days spend on duty, the days availed for casual leave will be taken into account, but not the days of absence on loss of pay. No advance leave will generally be sanctioned.
10. Casual or Substitute workers are not eligible for leave of any kind.
11. No leave can be en-cashed except Earn leave.
12. An employee under suspension will not be eligible for any leave
13. A record of all sanctioned leaves shall be maintained in a register prescribed for the purpose.

Types of leave

- | | | |
|-------------------------|---|-----------------------|
| 1. Casual Leave | : | 12 days |
| 2. Earned Leave | : | 12days |
| 3. Sick Leave | : | 6 days |
| 4. Maternity Leave | : | 90 days |
| 5. Leave on Loss of pay | : | Management discretion |

Casual Leave

- ✘ Casual leave is not an entitlement and cannot be claimed as a right. It is granted by the Secretary/Director/ Project Co- ordinator in their sole discretion.
- ✘ Casual leave is meant to cover casual absence not exceeding 3 days at a time due to unforeseen emergencies, minor indisposition or urgent domestic work.

- ✘ Casual leave cannot be combined with any other kind of leave.
- ✘ Casual Leave cannot be carried over from one year to another.
- ✘ No employee may, except under unavoidable and exceptional circumstances, avail casual leave unless it has been previously sanctioned by the competent sanctioning authority.
- ✘ In the event of unforeseen emergencies or unexpected minor indisposition, the employee should inform the secretary /Director/Project Co-ordinator either by telephone or in written of his inability to attend office. The prescribed leave application form should be filled in for sanction of the competent authority obtained on resuming duty.
- ✘ Casual absence should not exceed 12 days in a calendar year. Any absence over 12 days in a year will be liable to be treated as leave on loss of pay.

Earned Leave

- ✘ Earned Leave of 12 days for every year is provided to every employee for the purpose of rest and recuperation of energy –both physical and mental. Every employee should therefore avail this leave each year.
- ✘ Earned leave will not be granted less than three (3) days at a time.
- ✘ Earned leave may be granted in full or in installments. It will not be granted more than four times in a year.
- ✘ Earned leave may be carried over and accumulated up to 90 days. Any leave in excess of ninety days will stand forfeited
- ✘ Earned leave may be en-cashed upto maximum 90 days or leave with pay whichever is mutually agreed with the Management.
- ✘ Leave may be combined with maternity leave only
- ✘ Weekends or holidays declared by the management may be prefixed as well as suffixed to the period of annual leave and will not be calculated as part of the leave earned. However all Sundays and Holidays falling within the leave period will form part of the leave.

Sick Leave

- ✘ Employees who are on long terms contract confirmed in service are eligible to sick leave with full pay and allowances up to 6 days
- ✘ Sick Leave may be granted even for a day.
- ✘ Sick leave for 6 days and above must be supported with medical certificate from a registered medical practitioner.
- ✘ Post facto medical certificate will not be accepted and medical certificate with leave application must be submitted immediately after falling sick. If however the employee is taking home remedies it should be mentioned in the application form.
- ✘ In case who avails of prolonged sick leave of seven days or more on production of the required medical certificate from a medical officer, approved by the management, will not be permitted to resume duty unless he produces a certificate of fitness from a medical officer approved by the management testifying his ability to resume his normal work.
- ✘ In case of long illness which extended beyond one month, he will be deemed to have left services on expiry of two months on medical grounds. He may be re-employed at the discretion of management subject to satisfactory evidence being produced of his fitness to resume normal work. Sick leave will not be encashed.

Maternity Leave

- ✘ Every female employee who has completed one year of service is eligible for maternity leave with full pay and allowance for a period which may extend to ninety days from date of commencement of leave.
- ✘ Maternity leave will be granted not more than twice during the tenure of service of the employee with the society.
- ✘ Maternity leave may be combined with any other leave