

# **Administrative and Humen Resource Policy and Manual**

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## **Vision**

“Create a center for excellence epitomize in the quality of life of the rural and urban communities where CVRUK ignite the process of development”

To alleviate poverty from the project areas through a set of development programs, empowerment of people and natural resources development. The programs will be directed towards poor people irrespective of their caste, creed, religion and gender.

## **CVRUK Mission**

“CVRUK, a registered Society and a Trust, is an apolitical, secular and non profit organization which aims to act as a catalyst for rural and urban development. It assists the resident community of the selected villages and area, in all round development, making them into models of excellence for others to emulate, while seeking all round improvement of the quality of life of the people.”

## **CVRUK Core Values**

1. Providence;
2. Trusteeship in all our endeavours;
3. Service first – self last;
4. Calibrated accountability at all levels;
5. Transparency;

## **PREAMBLE**

Dr. C. V. Raman University, Khandwa being a constituent member of AISECT Group of Universities is sponsored by AISECT Society and managed as an independent entity within the overarching systems of AISECT Society. The Human Resources are deployed by various pathways as per the need and urgency of the matter. Amicable delegation of authorities has been vested at different levels like Chairman of AISECT Society, Executive Director of AISECT Society, Director of AISECT Society, Chancellor of CVRUK, Vice Chancellor of CVRUK and Registrar of the CVRUK.

- 1.1.0 These Rules shall be called “**Service Rules**” for employees of CVRUK promoted by AISECT Group of Universities. These Rules shall be subject to such clarification, interpretations, modifications, substitutions, and/or detailed instructions as may be issued by the Board of Management from time to time.
- 1.2.0 Notwithstanding anything mentioned in these Rules, these Rules shall be applicable to Contract and Permanent employees.
- 1.3.0 These rules will come into force with effect from .....

**2.0.0 DEFINITIONS:**

- 2.1.0 In these Rules unless there is anything repugnant in the subject or context, the following terms should have the meaning assigned to them.
- 2.1.1 '**Attendance**' means presence of the employees concerned at the place or places where he is required to report for duty after getting the attendance marked.
- 2.1.2 '**Board**' means the Board of Management of CVRUK and shall include any Committee constituted there under.
- 2.1.3 **Employee** means person who has been engaged by CVRUK or its constituent partners / collaborators and has not been employed on regular basis permanently. The mere fact, that if the period of the term has been prolonged beyond the fixed term of period or that if such person is required to do the work assigned to her / him which is of permanent or of perennial nature, will not give right to such employee to claim permanency or permanent appointment.
- 2.1.4 '**Competent Authority**' means the Chancellor / Vice Chancellor university or any other employee(s) authorised by him on her/his behalf to exercise the powers under these Service Rules.
- 2.1.5 '**Management**' means Chancellor / Vice Chancellor, or any other employee of the organisation Authorised by the Chairman to act on her/his behalf.
- 2.1.6 '**Chairman**' means the Chairman of Board of Management of CVRUK
- 2.1.7 '**Work Premises**' means/includes premises and precincts of the establishment/ department and offices including ancillary department owned, hired and/ or managed by the organisation and includes place or places where any employee is required to be present.

**Note:**

- Efforts being made to make it gender balanced and equal in senses but if by omission word imparting masculine gender used without any bias, shall also include the feminine gender and vice versa, wherever appropriate.

- The word imparting singular number shall also include plural number and vice versa, wherever appropriate.

### **3.0.0 HOURS OF WORKING AND DUTY:**

- 3.1.1** The working hours, weekly hours, working timings, interval for rest, spread-over etc. for different categories of employees shall be prescribed from time to time by the Management at its sole discretion depending upon the requirements of work.
- 3.1.2** Please refer Annexure for the detailed working hours, timings, and duty station for different class of employees.

### **4.0.0 ATTENDANCE RULES:**

- 4.1.0** The Management may make rules for the marking of attendance. These rules may lay down different procedures for different categories of employees depending upon the exigency of work or circumstances or requirements.
- 4.2.0** All employees shall follow instructions or rules or regulations or circulars as may be issued by the Management from time to time in respect of time keeping, marking of attendance etc.
- 4.3.0** Attendance shall be marked by employees daily according to the method; manner and place presided by the Management from time to time.
- 4.4.0** All employees must report to work and be ready to start work at the time and place notified by the Management punctually by the starting time of the shift or working hours.
- 4.5.0** No employees shall leave her/his place of work or stop working until the end of her/her/his working time.
- 4.6.0** Employees shall not leave her/his place of duty at the end of her/his working hours without the permission (which may be general or special) of her/her/his in-charge /supervisor.
- 4.7.0** Employees, who are not found present at her/his work place during her/his working time, without sufficient justification shall be treated as absent and is liable for disciplinary action.
- 4.8.0** Any employee who after presenting himself for work is found absent from work or her/his place or places of work during working hours without permission shall be treated as absent for the whole day, in case her/his absence is detected before half time and for half day in case her/his absence is detected after half time. Her/his will be without prejudice to any other disciplinary action which may be taken against him.
- 4.9.0** The employee coming late or not being present at her/his work place will be liable to the deduction of wages/salary for the period of late coming and absence from duty.

**4.10.0** All employees shall attend the office from 9.30 AM to 5.00 PM with a lunch break of 30 minutes from 1.00 PM to 1.30 PM. No grace period is permitted except on unforeseen situations. For more than 3 late comings, but should not exceed beyond half an hour, will be treated as one leave.

**5.0.0 DISCIPLINE AND CONDUCT:**

**5.1.0** Employees shall, always, conduct herself / himself soberly and temperately and show proper respect and civility to her/his superiors and all persons having any official dealing with the out-station duty.

**5.2.0** Employee shall serve honestly and faithfully and shall use her/his utmost endeavour to promote the interest of the organisation.

**5.3.0** Employee shall always, hold himself in readiness to diligently, carefully and with a sense of responsibility perform any duty required of him by Management and her/his superiors and to the best of her/his ability and skill and shall devote her/his time and interests for project and shall attend to her/his duties punctually, at the place or places where he may be required from time to time.

**5.4.0** During the period of engagement with organisation, employee shall not hold any office of profit outside the organisation or engage himself in any other service, trade, business, profession either part-time or full time, whether for profit or gain or on honorary basis or otherwise, in any capacity or for any purpose, whatsoever, without the prior written permission of Management and the Management, shall be under no obligation to grant any such permission to the employee.

**5.5.0** No employee shall use organisation's name or properties etc for her/his personal use or benefit.

**5.6.0** No employee shall have any private dealings, whatsoever, whether financial or otherwise, with those individuals, institutions, firms, company, business organisation, etc., who have any business dealing with the organisation except with the prior permission of the Chancellor / Vice Chancellor.

**5.7.0** No employee either on leave or on holiday shall leave station without prior permission of her/her/his department head / Chair of the School and without giving full address, on which he is likely to be available in emergency with the Department/Chair of the School.

**5.8.0** No employee shall refuse to do any alternative work/duties which in the opinion of the Management the employee can do as and when required by the Management to do so depending on the exigencies of work, provided that the employee gets the same emoluments. Refusal to do alternative work/duties will be treated as misconduct. The Management will be the sole and final authority to decide whether the employee can perform the alternative assigned work/duties or not.

**5.9.0** Employee shall not create unsanitary or unhealthy conditions inside or around the office, project, and establishment or in the residential colony or other premises of the organisation and shall utilize the spittoons, waste bins, urinals and latrines etc when needed.

**5.10.0** No employee shall engage or cause to engage in any trade union activity during working hours and/or within the premise of organisation.

**5.11.0** Employee shall keep herself / himself up to date with the knowledge, skill, information, ability etc required for performance of her/his category of job.

**6.0.0 LIST OF MISCONDUCTS:**

**6.1.0** Without prejudice to the general meaning of the term 'misconduct' the following acts of commission and/or commission shall, inter alia, constitute specific acts of misconduct on the part of employee.

**6.2.0** Breach or habitual breach of any of the provision provided in the Service Rules or any rules framed or instructions or orders issued by the Management from time to time and in force.

**6.3.0** Insubordination or refusal to obey, whether alone or in combination with another employee, any instruction of lawful order of her/his superior (s) including the order to work on overtime and extra hours or on weekly off or holidays.

**6.4.0** Coercing, assaulting or intimidating employee/superior officers inside or outside the work premises.

**6.5.0** Abetment of, or attempt to commit or commission of any act of indiscipline or misconduct or any act subversive of discipline or of good behaviour.

**6.6.0** Disregard of any operational or maintenance instructions or carelessness in operation and maintenance.

**6.7.0** Acting in a manner prejudicial to the interest or reputation of the organisation.

**6.8.0** Leaving work or place of duty without permission.

**6.9.0** Interference in the work of another employee.

**6.10.0** Slowing down of work or sabotage or abetment or instigation thereof.

**6.11.0** Negligence of duty or laziness or inefficiency or incompetence or malingering or neglect or work or carelessness in work.

**6.12.0** Refusal to work on a job or assignment/s to which one is assigned.

- 6.13.0** Striking work or refusing to work whether individually or along with other inciting one or more employee, while within the work premises or outside to strike work.
- 6.14.0** Taking recourse to, or inciting, or trying to incite others to take recourse to (a) coercion (b) intimidation or wrongful confinement or wrongful restraint or *gherao* or (c) go-slow work or illegal strike including sit down strike, stay in strike and hunger strike, (d) any form of physical duress or assault (e) demonstration on any other activity which may disturb normal working of the organisation/plant/office/ Department etc or any or more employee or (f) interference with, or disturbance to, normal work either alone or in a group whether with other employee or with outsiders.
- 6.15.0** Participation in illegal strike or not attending to her/his duties, during such strikes, or instigation or abetment or incitement thereof or going on strike without due notice and without exhausting peaceful avenues of settlements.
- 6.16.0** Assaulting or threatening or man-handling or intimidation or abusing or insulting or misbehaving or behaving in undisciplined manner with any officer or employee of the organisation or her/his family member, whether within the organisation's premises or outside, whether on duty or otherwise.
- 6.17.0** Entering or leaving or attempting to enter or leave office premises except in accordance with the rules and by the specified time and procedure.
- 6.18.0** Drunkenness or fighting or riotous or disorderly or indecent behaviour including body shaming, derogatory remarks against women within the work premises or within the organisation premises, or outside such premises, where such behaviour is related to or connected with the employment during or outside the working hours.
- 6.19.0** Sleeping while on duty or lying down while on duty.
- 6.20.0** Taking interest involving in private monetary transaction of any nature whatsoever during the working hours and/or in work premises.
- 6.21.0** Theft or fraud or dishonesty or deception or corrupt practices in connection with organisation's business or property, or property of another person within the work premises.
- 6.22.0** Misappropriating organisation's fund.
- 6.23.0** Causing damages to work in progress or to any property of the organisation.
- 6.24.0** Sabotage of or interference with the safety devices installed in work premises, office or township or contravention of any safety rules, regulation and instructions.
- 6.25.0** Disregard of sanitary instructions within organisation's premises and campus either by committing any nuisance or in any other manner whatsoever.



- 6.26.0** Collecting signatures for representations during working hours or within work premises or the project premises.
- 6.27.0** Holding meeting within the work premises.
- 6.28.0** Distribution or exhibition in or about the work premises or project premises or precincts, any newspaper, handbill, pamphlet, or poster etc.
- 6.29.0** Smoking in the work premises except where it is permitted to do.
- 6.30.0** Refusal to accept or receive a charge sheet/show cause notice or any other notice or letter or communication or instruction whatsoever, from the Management, or not giving receipt after receiving the same or not replying to the same if required to do so.
- 6.31.0** Writing of anonymous or pseudonymous letters to management or any other staff of the project or any other authority.
- 6.32.0** Spreading false rumours or giving false information or making defamatory statements, whether written or oral, or making defamatory speeches or issuing defamatory pamphlets, handbills, etc which tend to bring the management or its officials into disrepute.
- 6.33.0** Commission of any act, or conviction by any Court of Law for an act which amounts to a criminal offence involving moral turpitude or conduct in private life prejudicial to the reputation of the organisation.
- 6.34.0** Making any mis-statement or false or untrue statement or suppressing any information and/or facts etc, regarding her/his name, age, father's name, qualifications, previous service, conduct etc, or any other information which has been enquired of her / him in her/his application for employment, or at the time of interview in support of her / her/his candidature for a post or at any time thereafter during the period of her/his engagement with CVRUK.
- 6.35.0** Leaving headquarter/station without written permission, whether on authorised leave or holidays or otherwise.
- 6.36.0** Approaching authorities through outsiders or authorised persons for promotion or seeking any other personal favour or gain in connection with any representation.
- 6.37.0** Writing any letter or application to the management or its officials containing disrespectful or improper language.
- 6.38.0** Absence without permission.
- 6.39.0** Habitual absence without permission or late attendance.

- 6.40.0** Carrying of any concealed weapons, licensed or not licensed in the work premises or project premises.
- 6.41.0** Falsifying records or giving wrong testimony or refusing to give testimony when accidents or any other matters, such as acts of misconduct etc, are being investigated.
- 6.42.0** Poor or unsatisfactory performance as agreed in the KRA – KPI Matrix.
- 6.43.0** Not starting work by starting time of duty hours, or leaving work before the working hours are over and/or without handing over the charge to the incoming employee of the following shift.
- 6.44.0** Loitering during working hours.
- 6.45.0** Absence from place of duty after reporting for work.
- 6.46.0** Making false or untrue statement in the application for leave or any other application or letter to the management.
- 6.47.0** Unauthorized communication or removal of official documents or information or confidential or secret papers, information and instruction etc.
- 6.48.0** Purchase properties, machinery, stores etc, from or selling properties, machinery, stores etc, to the project.
- 6.49.0** Manufacturing or attempting to manufacture through subordinate staff, unauthorized articles or doing private or personal work with materials belonging to project within the precincts of the project or outside.
- 6.50.0** Wilful disfigurement, destruction, or alteration of any records of the Project.
- 6.51.0** Carrying unauthorized persons in organisation's vehicle or allowing unauthorized person(s) to operate organisation's vehicle or equipments.
- 6.52.0** Making false or malicious statement, public or other wise, against the project or any officer of the project.
- 6.53.0** Sale or canvassing for sale of any tickets, articles, or commodity within the precincts of the project.
- 6.54.0** Failure or refusal to present herself / himself for medical examination when so required by the Management.
- 6.55.0** Reading, writing, or making while on work, literacy materials other than pertaining to organisation's business.
- 6.56.0** Taking to the place of work, articles, goods, or any other material, not permitted by Project management.

- 6.57.0** Occupying or taking possession in an unauthorized manner or refusal to vacate or deliver possession of organisation's quarters or land or any property or any document or any of its premises there of when required to do so by the Management.
- 6.58.0** Resorting to *Dharna* or hunger strike or *Gheraos* alone or in combination with others.
- 6.59.0** Breach of any law applicable to the project or any other rules or orders issued by the Project management from time to time.
- 6.60.0** Absence without authorised leave or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- 6.61.0** Plying vehicle under intoxication.
- 6.62.0** *Gherao*/blocking/damaging or tampering with the means of communication of the project.
- 6.63.0** Posting/displaying/affixing of any notice/circular/communication on the notice board of the Project.

These are only instances of misconduct and it does not imply by any means that her/his list is exhaustive.

#### **7.0.0 PENALTIES:**

- 7.1.0** When any employee is found guilty or any of the acts of commission and/or commission constituting misconduct, or a breach of any rule or order issued by the Management, the Management may impose any of the following penalties on the employee.

##### **7.1.1 Minor Penalties**

- (i) Censure
- (ii) Fine
- (iii) Suspension without salary or pay or wages up to four days.

##### **7.1.2 Major penalties:**

- (i) Discharge with due notice or pay in lieu of notice; provided that no notice or pay in lieu of notice will be required to be given in case of employees who are yet to complete performance assessment period.
- (ii) Dismissal

#### **8.0.0 DISCIPLINARY PROCEDURE:**

- 8.1.0** Before imposing any penalty on contract employee for any of her / her/his act of misconduct, the concerned employee shall be given an opportunity to explain her/his conduct.

**8.2.0** No order of imposing minor penalties as given in Clause 7.1.1 shall be passed unless the employee concerned has been informed in writing of the charges against him and given an opportunity to submit a written explanation within three working days from the date of issue of the charge sheet. The written explanation if any, submitted by the employee within the stipulated period, shall be taken into consideration by the Management before passing order of imposing penalties.

**8.3.0** The record of proceedings shall include:

- (i) A copy of the statement of imputation of misconduct.
- (ii) Employee's explanation, if any and the orders of the Management.

**8.4.0** No order imposing major penalties as given in clause 5.1.12 shall be made unless the concerned employee has been informed in writing of the charges against him and given an opportunity to submit her/his written explanation.

**8.5.0** In case explanation if any submitted by the employee within the stipulated period is found to be unsatisfactory the management may conduct any enquiry, delinquent employee will be given an opportunity to be assisted by a co-employee. He will have no right of assistance by an outsider or advocate. He will also be given an opportunity to cross-examine Managements witnesses and to produce both oral and documentary evidence in her/his defense.

**8.6.0** Provided further that no enquiry may be deemed to be necessary for imposing both major and minor penalties in case of loss of confidence or for a misconduct of which an employee has been held guilty of any offence by any Court of Law or any other competent authority or if the employee admits the charges

## **9.0.0 SUSPENSION:**

**9.1.0** Where a departmental disciplinary proceedings or enquiry against contract employee is institute/contemplate or is pending and the Management is satisfied that it is necessary or desirable to place him under suspension, the Management may suspend him. Management will be the sole judge to decide whether the employee should be suspended or not.

**9.2.0** Employee who is placed under suspension shall be paid subsistence allowance at the following rates:

**9.3.0** The subsistence allowance shall be equal to one half of the consolidated pay. If the departmental proceeding or enquiry gets prolonged and the employee continues to be under suspension for a period exceeding ninety days. The subsistence allowance shall be for such period exceeding ninety days be equal to three fourth of her/his pay provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the employee the subsistence allowance shall, for the period exceeding ninety days be reduced to one fourth of pay. The question whether the prolongation

of the enquiry is for reasons directly attributable to the employee will be decided by the punishing authority at the end of ninety days and her/his decision shall be final and binding.

#### **10.0.0 TERMINATION OF SERVICES:**

- 10.1.0** The services of the employee of the organisation may be terminated by giving him notice period as mentioned in the appointment letter or on payment of Gross salary in lieu of the notice period.
- 10.2.0** Notice period for staff on probation will be one month on either side unless otherwise specified in the appointment letter or on payment of gross salary in lieu of the notice period.
- 10.3.0** No leave will be admissible during the notice period.
- 10.4.0** An undertaking of providing all support in clarifying queries related to their respective jobs during their service period in ASA will be signed by all staff at the time of relieving from the organisation. A copy of the relieving statement is enclosed in **Annexure # 1**

#### **11.0.0 LEAVE RULES**

- 11.1.0** All the employees are eligible for .... days leave in a calendar year.
- 11.2.0** Holidays coming in between leave period will be considered as leave
- 11.3.0** Employees on probation are eligible for .... days leave every month on pro-rata basis.
- 11.4.0** Leave cannot be claimed as matter of right but may be sanctioned, refused, curtailed, revoked, or postponed by the organization according to the exigencies of work.
- 11.5.0** Leave can be availed only on prior approval from the sanctioning authority. Where prior approval is not possible, the sanctioning authority should be informed through reasonable means of communication about the absence from duty.
- 11.6.0** Employees posted in the field centers are required to take permission from the concerned authority for Head quarter leave even during holidays. A specimen copy of the Leave Application form is appended in **Annexure # 2**
- 11.7.0** An employee may be required to attend the office for duty on holidays and after office if it is required by the organisation and at the quest of the concerned authority.
- 11.8.0** An employee who has been sanctioned leave should give address at which he/she can be contacted while on leave.

#### **12.0.0 ABSENCE OR OVERSTAY OF LEAVE**

- 12.1.0** If an employee remains absent without leave for more than ... days beyond the period of leave originally granted or subsequently extended, he/she shall lose her/his lien from the post in the organization and will be deemed to have voluntarily abandoned her/his/her engagement and her/his/her service shall be

treated as having been terminated automatically and her/his name shall be struck off from the rolls of the organization.

- 12.2.0 If employee returns within eight days from the date of the expiry of her/his leave or from the date of commencement of her/his absence but fails to give a satisfactory explanation for such unauthorized absence, he/she will be deemed to have voluntarily abandoned her/his employment, with effect from the date on which he/she was required to resume or report for her/his duties. No domestic enquiry will be necessary where the name of the employee is struck off from the rolls for having voluntarily abandoned her/his employment.
- 12.3.0 If employee's application for leave is not sanctioned as provided for under these rules, he/she will be treated as absent without leave and leave without pay
- 12.4.0 No employee either on leave or on holiday, shall leave station without prior permission of her/his/her department/sectional head and without giving full address, on which he/she is likely to be available in emergency with the department/sectional head.

### **13.0.0 MAINTENANCE OF PERSONNEL RECORDS**

- 13.1.0 The HR Department must maintain personnel records in the respective personal files of the employees. The records include:

1. Application letter
2. Attested photo copies of educational certificates and experience certificates
3. Relieving order from the previous organisation
4. Details of references (as required)
5. Joining report
6. Personal Details form
7. Copy of Driving licence (if applicable)
8. Copy of appointment letter
9. KRA – KPI statement /ToR
10. Letters of extension/confirmation/termination
11. Copies of other letters issued by the organisation concerning the employee's service, any disciplinary actions taken, any other adversary remarks and any other relevant papers, as may be required to be kept in the personal file.
12. Letter of promotion/contract renewal/awards etc.
13. Details regarding next of kin of the employee in case of any emergency
14. Copies of passport size photographs (as required)
15. Copies of insurance and Mediclaim policies
16. Latest Bio-data

### **14.0.0 SALARY STRUCTURE**

#### **14.1.0 Qualifications:**

**Level:**

**Pay scales:**

S. No.	Level	Scale and pay band	Gross Salary (Rs. PM)	Eligibility, Experience and Expertise
1				
2				

**14.2.0 DESCRIPTION OF ALLOWANCE (MONTHLY)**

**BASIC SALARY:** As per the applicable level

**HOUSE RENT ALLOWANCE (HRA):**

Place of posting	HRA Rate
<b>(i) “A” Class Cities</b> (Delhi, Mumbai, Bangalore, Ahmedabad, Hyderabad, Chennai, Kolkata)	.....% of Basic pay
<b>(ii) “B” Class Cities</b> All State capitals (excepting those mentioned at (i) above) and Indore, Jabalpur	....% of Basic pay
<b>(iii) “C” Class Cities</b> All places except those mentioned at (i) and (ii) above	...% of Basic pay

**CONVEYANCE ALLOWANCE (CA):** Rs.....

**PROBATION**

Every person appointed to a CVRUK shall serve six-month probation period and then confirmed to a regular post, if found suitable. The purpose is to watch her/his/her performance (work and conduct) before confirmation. In cases, where Supervisor is of the view that although the present level of performance of the incumbent is not satisfactory, but her/his/her performance is likely to come up to the desired level with one more opportunity and guidance, the period of probation may be extended up to six months.

If, however, the supervisor is of the opinion that the probationer’s performance during the initial period of probation (or during the extended period of probation) is so poor that even after providing opportunities for improvement, the probationers is unlikely to come up to the desired level, the appointment may be terminated with notice of one month.

## **OTHER BENEFITS DURING PROBATION:**

- Group Personal Accident Insurance coverage
- Group/personal Mediclaim Insurance coverage
- .....days of leave

On satisfactory completion of the period of Probation the employee will be communicated accordingly through a letter of confirmation specifying the date of completion of Probation.

## **PROMOTIONAL POLICY**

There will be no automatic promotion. For the vacant positions (Only senior level positions) the internal staff of the organisation will be eligible to apply and they must compete with the external candidates applied for the post. No advantage will be admissible to the internal candidates and they will be treated at par with the external candidates. However, the management may decide to give opportunity first to the internal candidates to compete before advertising the posts for outsiders.

## **OTHER BENEFITS**

### **INSURANCE**

#### **GROUP PERSONAL ACCIDENT INSURANCE**

- All employees will be extended coverage under the group personal accident insurance for RS ...../- for which the organization will take the policy from any insurance company and renew it periodically.

#### **MEDICLAIM INSURANCE**

All employees will be extended coverage under the group Mediclaim insurance for RS ...../- per annum for which the organisation will take the policy from any insurance company and renew it periodically

- However, any outgoing employee for whom the insurance premium has been already paid by the organization for the year shall be liable to return the amount of premium (for the remaining period) to the organization because the insurance policy will continue to be effective in her/his/her name.

## **ANNUAL INCREMENT**

- Annual increment will be released in April of every year.
- Those who have joined on or before 30<sup>th</sup> September of any financial year shall be eligible for their regular increments on April of the succeeding year.
- Increment can be stopped by way of disciplinary action against an employee.



- An annual<sup>1</sup> performance appraisal process will be followed for all the staff as per the Appraisal System developed and changed time to time. However the final decision will rest with the Chairman. The Appraisal system is attached as **Annexure # 4**

## **SALARY ADVANCE**

Employees whose probation period has been completed satisfactorily will be allowed to draw one month advance of the Basic salary once in a period of 12 months. The salary advance is free of interest and will be recovered in 8 equal monthly instalments. No second advance will be granted unless the earlier advance has been fully repaid and period of 12 months have elapsed.

## **MILEAGE**

The employee may use their own motorcycle for the project purpose. Use of motorcycle is subject to the written request by the employee and subsequent approval by the Chairman. Submission of the photocopy of driving license and registration paper of the motorcycle along with the application is a compulsory requirement.

The employees are eligible for the reimbursement of conveyance @ RS .....per km.

The format of Mileage Claim Certificate is given in **Annexure # 5**

## **MATERNITY/ PATERNITY LEAVE**

All female employees are eligible for maternity leave. Her/his benefit is limited up to first child only.

All male employees are eligible for paternity leave for 7 days to share the parenting responsibilities. Her/his benefit is limited up to first child only. Her/his shall be availed in one block beginning either just prior to or immediately after delivery. Paternity Leave lapses if not availed within 15 days of delivery of spouse.

## **TRAVEL AND DAILY ALLOWANCE**

Employee, while on travel on official work, shall be entitled to reimbursements as follows:

### **TRAVEL ALLOWANCE (TA)**

Following TA will be admissible for employee travelling for official purposes.

<b>Gross salary / Level / Grade</b>	<b>Mode of Travel</b>
Rs. > .....	II AC Rail / Air *
Rs. ....& above	II AC Rail

<sup>1</sup> Performance appraisal will be conducted for all employees on annual basis, i.e after completing one year of service.

Rs.....& above	III AC Rail
Up to Rs. ....	Sleeper class

\* Subject to the approval of the CEO

### **DAILY ALLOWANCE (DA)**

No DA shall be admissible for travelling within the cluster of villages/inter cluster of villages within the same district. However, if the employee has spent more than 8 hours on duty or have stayed night in the district, tehsil or in other cluster then actual expenditure will be reimbursed on production of bills.

For travelling to outstation as below the following rules will be applicable:

<b>Places</b>	<b>Eligibility for DA/day</b>
Metro Cities	
State Capital & places with > 10 Lac. Population	
District HQ	
Tehsil/Block	

#### **Note:**

- For full claim of DA the duty hours must be more than 12 hours. For the purpose of claiming DA, timing will be reckoned from mid night to mid night.
- If the duty hour is between 8-12 hr, then 50% of the DA will be admissible
- .....% of the DA can be claimed when the food, etc. is provided through official mess, or when organisation has paid food bill directly, or during training where the host organisation has provided food free of cost. Ther/his .....% is given to cover the incidental expenses.
- A tour report must be submitted along with the TA/DA claims. The tour report format is enclosed as **Annexure # 6**

### **HOTEL CHARGES:**

For stay in hotel following rate will be applicable:

<b>Places</b>	<b>Eligibility rate/day</b>			
	<b>Gross salary</b>			
Metro Cities				
State Capital & Places with > 10 Lac. Population				
District HQ				
Tehsil/Block				

Hotel charges specified above are ceiling rates inclusive of service and taxes. They will be reimbursed to the extent of actual or the ceiling whichever is lower, on production of bills. Refer to Travel Expense Statement appended in **Annexure # 7** for TA and DA claims.

**Mobile phone:** .....

## **TRANSFERS**

Organization at its sole discretion may transfer the employee from one place to another or from one project to another.

## **RESIGNATION**

..... months notice or salary in lieu of such notice from either side in case of all confirmed staff while one month notice period is for the probationers. On acceptance of the resignation, a 'No Dues' format of the concerned person is prepared and sent to the HR department for "full and final settlement". The concerned person shall be called at the HO to complete her/his/her relieving formalities and debriefing session with Head, Administration.

Only the Chairman or her/his delegated officer is authorized to accept the resignation or waive the notice period.

No relieving formalities will be undertaken by the Field units unless advised to do so by the Chairman.

No experience certificate will be issued by the Field units.

## **AMENDMENT/IMPLEMENTATION/INTERPRETATION OF RULES**

The Chairman shall have the authority to amend, modify, change, withdraw, suspend, relax any or all these Rules without any notice. The decision of the Chairman will be final and binding on all employees

**POSH Committee:**

## KRA – KPI Matrix

Position: Dean (Academics / Faculty),

Level in Organogram: L 3

Version: KPA/KPI/1.00

Key Result Areas	Key Performance Indicators
1.	1.

## KRA – KPI Matrix

Position: .....Level in Organogram: L .....

Scale: .....Version: KPA/KPI/1.00

Key Result Areas	Key Performance Indicators
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**Note:** Each individual Team Leader and Program Executive would develop necessary and sufficient set of indicators using the framework; ther/his could be a yearly exercise, the performance assessment would be based on these indicators;