ORGANIZATION CUM H.R.POLICY

BANWASI VIKAS ASHRAM

सर्व धर्म समभाव

BVA

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ORGANIZATION PROFILE

Name & address of the organization : **BANWASI VIKAS ASHRAM**

"Vision"

Establishing an ideal society based on values of equality, liberty, fraternity and justice; regardless of cast religion, cast class and sexual discriminations.

"Mission"

To create confidence among rural people for empowerment to attain self reliance and build capacity for their well being.

Guiding Principles-

All round progress and development of the deprived and the weaker sections of the society through the propagation and animation of the humanitarian and democratic values. Such as self-help approach, mutual cooperation and voluntariness.

"Focus Working Area"

Since its inception BVA is working on women empowerment, education, health, livelihood promotion, NRM & advocacy on different issues with peoples organization, CBOs And with government machineries.

Staff Service Rules

1. These rules shall be called the Service Rules of Banwasi Vikas Ashram. All the staff of Banwasi Vikas Ashram will be governed by these rules, except those categories/ classifications of staff for which other specific provisions are made.

2. These rules shall come into force with effect from 01.04.2024 which will be supersede all or any previous rules or practices, which have been in operation on matters covered by these rules.

This however, does not include:

a. Any employee of a contractor even though he may be working within the premises of BVA.

b. Any person whose services are temporarily loaned to BVA.

c. Student, resident's trainees or other "visitors" who are involved in any survey or project study, even if such survey or project study might make an indirect contribution to the work of BVA.

B. EMPLOYMENT:

No person shall be deemed to be in the regular employment of the Organisation unless he has received a letter of appointment against a sanctioned regular post.

All appointments and promotions are to be made against posts sanctioned by the Executive Board.
Service will be temporary/Project based or for a specified period of time. Service may be discontinued in case of withdrawal of the support of funding agency or at the time of action done against BVA.

NOTES:

1. Employment on contract will be done only against specific projects.

2. "On Contract" employee shall be entitled only to the benefits specified in writing in the contract of employment.

3. Employees who are on contract for a minimum period of six months may avail one causal leave only per month.

4. Employees who are on contract for one year will be entitled to one causal leave per month only.

5. A "Causal Staff" shall not be entitled to benefits provided to other classes of employees.

6. A "Substitute" shall not be entitled to benefits provided to other classes of employees.

7. "Part-time Staff" are not entitled to the benefits provided to full time staff members.

   This will be entitled to benefits proportionate to their period of work.

PROBATION

1. Period of probation shall normally be three months except where otherwise specified. This period may be extended by a further period of three months at the absolute discretion of the management. The appointment of a probationer is liable to be terminated at any time during the period of probation or at the end of the period of probation or before confirmation in writing, without notice or compensation in lieu of notice and without assigning any reason whatsoever. No employee is entitled to be treated as permanent, unless confirmed in writing.

2. Permanent staff that is appointed to a different post or promoted to a higher post shall be placed on probation in that post for a period of six months and is liable at any time during this probation period to be reverted to his earlier post without assigning any reason.

C. SHORT TERM TEMPORARY APPOINTMENTS

Such appointments will be made for not more than six months. service may be confirmed only for one year. Service can be renewed in the second year with fresh signing of the contract. At the time of resignation one month prior written notice has to give the BVA.

FURNISHING OF BIO-DATA:

Each staff has to submit C.V.in BVA. It shall be incumbent upon every staff to furnish in writing his correct and complete bio-data as required by the BVA management for the purposes of record and also to promptly notify in writing any subsequent changes in the bio-data.

D. PAY SCALED and GRADE:

Every employee will be entitled to the scale of pay approved by the Executive Board of BVA from time to time//annually.
BVA Management will fix monthly emoluments of staff which will normally based on budgetary allocation of the project. Salary will depend on work experience, academic qualification, skills and professional efficiencies. In case of part time appointment condition scale and minimum wage and other statutory facilities may not be provided.

S.NO.	GRADE	POST	MINIMUM SALARY RANGE
1	A	Executive committee members,Director	10000+
2	B	Administrator/ Co-coordinator, Asstt. Coordinators, Account officer, Advocacy coordinators, consultant,Pricipal	10000+

3	**C**	Supervisory staff,	4000+
4	**D**	Field level staff	2500+

Allowance and Reimbursement:

In addition to the basic salary, the staff members are entitled for the following allowances and reimbursements unless an allowance and reimbursement for a specific grade is mentioned.

Conveyance Reimbursement:

- Every permanent employee is eligible to get reimbursement of their actual/approved conveyance expenses.
- Newspaper and Magazine Reimbursement with limited amount will be permissible which will be applicable for Grade A staff, which will be part of travel..

PAYMENT OF SALARIES AND WAGES

1. Salaries will normally be paid directly to the staff through Bank cheque.

2. Pay slips showing details of salaries/ wages and deductions made will be given to each staff every month.

3. Permissible deductions from salaries are:
    - Income Tax payable by the employee;
    - Contribution to Staff Welfare Fund,
    - Recovery of loans and advances
    - Fines or penalties (if)
    - Recovery of cost of goods or properties of the Organisation which have been lost or damaged by willful negligence, carelessness or deliberate act on the part of the employee (after enquiry);

4. Salaries will normally be paid on the last working day of the month for which the salary is due.

5. Normally Advance against salaries shall not be promoted. In special case 75% of earned salary can be granted. However, employees, proceeding on official duty and who will not be present on stipulated day of payment, salaries, may be paid their salaries before proceeding on tour.

SALARY INCREMENTS:

1. Under normal circumstances, annual increments in the scale are automatic with a minimum of 5% in the basic. However, the BVA management has the right to withhold the due increment as a penalty for inefficiency and misconduct. Additional increments

may be paid in case of exceptionally good performance after Half yearly/ annual review.

2. The salary increase of project based staff will be as per the provisions contained in the project.

RECORD OF AGE:

The BVA 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 a Municipal Corporation/panchyat or Registrar of Births and Deaths
(c) Baptism Certificate issued by churches.
(d) Bank Passbook

If none of the above documents is available, then age determined by a Medical authority or affidavit by a close relative could be relied upon as a last resort.

ATTENDANCE:

1. All staff signs the Attendance Register on arrival at the office on each working day.

2. All staff shall report duly punctually at the stipulated time.

3. In case of tour /field visit or work staff must have maintain tour records which has to get approve from his seniors/program coordinator/Executive Director

4. Only 15 minutes grace can be given for signing the attendance but it will not exceeding 3 days in a month.

WORKING HOURS:

1. The Office of Banwasi Vikas Ashram will function normally from Monday through Saturday, except on Sundays and Holidays from 09.15 hrs. To 5.30 hrs. With 45 minutes break for lunch between 1. 00. PM—1.45 PM. For residential staff it will be not applied.

2. All employees shall be required to attend any emergency or other urgent outside their regular hours of work including Saturdays, Sundays and holidays, as and when required.

HOLIDAYS:

A list of 14 Holidays to be observed during the year will be prepared before the end of the preceding year. This list, as approved by the Executive Director, will be displayed on the Notice Board of the Organisation. The Management may declare

any other day as closed or holiday if so directed to do by sudden government instructions applicable for BVA..

CONFIDENTIALITY:

All employees of BVA, including probationers, trainees and residents shall maintain confidentially of all information pertaining to the internal and external functioning of the Organisation. The divulging of information gained while in the service Banwasi Vikas Asram which is likely to harm the good reputation of any individual or organisation will attract disciplinary action. Information which will be necessary to provide it will given by opting proper system Code of conduct has to be maintained each staff and members.

CONSULTANCY SERVICE

1. Consultancy services rendered by staff of Banwasi Vikas Ashram are deemed to be services rendered by Banwasi Vikas Ashram and not by any staff in his personal capacity.

2. All consultancy fees and other payments for services rendered by programme/ resource staff will be paid to Banwasi Vikas Ashram

3. Consultancy service of any duration to institutions or organizations will need to have prior approval of the Executive Board.

The terms and conditions of such services will be stipulated in a contract, memorandum of understanding or a written agreement between the institution and organization requesting the consultancy services to Banwasi Vikas Ashram

LEAVE:

1. Leave is granted in accordance with the leave rules in force from time to time. These are available as a separate document.

   Ordinarily, employees shall avail of leave only after the leave is sanctioned by the Management. An employee who desires to avail of leave of absence shall apply in writing in the prescribed form to the Director.

2. If an employee, after proceeding on leave, desires an extension thereof, he shall, before the expiry of the leave period originally sanctioned make an application in writing for the extension of leave. The administration shall send to the employee a reply either granting or refusing the extension of leave. The communication will be sent to the last known address. Every employee going out of station on leave shall furnish his leave address in the leave application form.

3. Leave will not be deemed to have been granted unless sanction is given. An employee who absents himself without prior sanction, will not earn salary for the

period of absence, and shall be liable for disciplinary action. If the explanation for unauthorised absence is found satisfactory the period of such absence may be Converted into leave as may be at the credit of the employee.

4. The BVA management may refuse or revoke leave of any description depending on exigencies of work of the Organisation. Such refusal or revoking of leave will be given in writing to the applicant.

LEAVE RULES

General rules:

1. Leave shall be granted in accordance with the following Leave Rules shall be applicable to all employees of the Organisation. (Except when otherwise specified in service rules).

2. For the purpose of leave, the leave year shall be reckoned from 1st April to March 31st.

3. Leave cannot be claimed as a matter of right. The administration may refuse, revise or revoke leave of any description work make it necessary.

4. All applications for leave shall normally be made in the prescribed application form and shall contain the recommendation of the Head of the project / Incharge.

5. Ordinarily no employee shall absent himself from work unless he has obtained prior sanction for the leave of absence.

6. Absence from duty without proper sanction will be deemed to be misconduct and will render the employee concerned liable to disciplinary action.

7. If any employee is absent without leave for more than 15 consecutive days, or absent for more than 15 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 to the employee to explain his unauthorised absence and after considering the explanation.

8. Leave will ordinarily begin and end on the dates sanctioned. All Sundays and holidays falling within the leave period will be part of the sanctioned leave.

9. Leave will be calculated on a prorate basis, and will depend on the actual period spent on duty in the calendar year. For arriving at the number of days spent 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. Unconfirmed employees are eligible for sick /medical leave and maternity leave.
11. Causal or substitute workers are not eligible for leave of any kind.
12.a No Annual leave will be allowed in BVA

12.b These leave rules shall not be applicable to those employees whose services are governed under contract made between him and the management unless it is specifically mentioned.

13. An employee under suspension will not be eligible for any leave or salary.

1. A record of all sanctioned leave shall be maintained in a register prescribed for the purpose.

a. Sanctioning authority of leave will be the Executive Director or any other officer to whom he/ she may delegate this power.

TYPES OF LEAVE/HOLIDAYS (IN ONE CALENDAR YEAR	
A. Casual Leave	12 DAYS
B. Special Leave	As per discretion
C. Sick/Medical Leave	12 days
D. Maternity Leave	45 days
E. Weekly leave/holiday	52 days
F. Festivals	14 days

Casual Leave:

1. Casual Leave for a maximum of 12 days in a calendar year will be permissible.

2. Casual leave is meant to cover casual absence not exceeding 6 days at a time due to unforeseen emergencies, minor indisposition or urgent domestic work.

3. Casual leave cannot be combined with any other kind of leave.

4. Casual leave cannot be carried over from one year to another.

5. No employees may, except under unavoidable and exceptional circumstances, avail casual leave unless it has been previously sanctioned by the executive director.

6. In the event of unforeseen emergencies or unexpected minor indisposition, the employee should inform the Administrator either by telephone or in writing of his inability to attend office. The prescribed leave application form should be filled in and the sanction of the Executive Director obtained on resuming day.

Annual Leave:

No Annual leave will be allowed in BVA.

. **Sick /Medical Leave:**

7. Employees who are confirmed in service are eligible to sick leave with full pay and allowances for 12 days in a year.

8. Sick /Medical leave may be carried over and accumulated up to 12 days. After 12 days leave can be given on without pay. A maximum of 90 days leave can be sanctioned in special Medical cases.

9. Sick/Medical leave may be granted even for a day. Sick leave for 3 days and above must be supported with Medical Certificate from a registered medical practitioner. Post-fact Medical Certificate will not be accepted and the Medical Certificate with leave application must be submitted immediately after falling sick. If however, the employee is taking home remedies, if should be mentioned in the leave application form.
10. An employee who avails of prolonged sick /medical leave of 12 days or more on production of the required medical certificate from a medical officer, approved by the BVA management, will not be permitted to resume duty unless he produces a certificate of fitness from a medical officer approved by the Management testifying of his ability to resume normal work.
11. Sick/medical leave is not encashable.

Maternity Leave:

1. Every permanent female employee who has completed one year of service is eligible for maternity leave with full pay and allowances for a period which may extend to 45days from the date of commencement of the leave. The organisation will also provide 7 days Paternity Leave to its Male Permanent staff, who has completed at least one year of service with the organisation, during pregnancy related confinement of the spouse. This will however be granted for not more than two children.
2. Maternity leave will be granted not more than twice during the tenure of service of the employee with the Organization.
3. Maternity leave may be combined with special leave.
4. Sick/Medical leave may be combined with maternity leave provided such leave relates to complications arising out of pregnancy or delivery and is supported by a medical certificate from a medical officer approved by the BVA management.
5. Maternity leave may be availed of in cases of miscarriage and/ or abortion, provided such leave does not be exceeding 2 weeks.

Special Leave:

- Any employee sponsored by the Organisation to attend seminars, conferences and/ or any other kind of professional meetings, with or without financial assistance from the Organisation, may be granted special leave for the purpose.
- The Executive Director shall be the competent authority to sanction such leave.
- Applications for special leave should be made to the Executive Director through the Head of the Division / in charge. Such leave shall not exceed 12 days in a year.

GRATUITY:

Employees will be eligible for gratuity on the following conditions:

Only those employees who have completed five years of continuous service with Banwasi Vikas Ashram will be entitled to gratuity.

1. Gratuity will be payable on resignation and approved by BVA, retirement or death. In case of death, the payment will be made to the nominee last designated by the employee.

2. Employees whose services are terminated due to misconduct will not be paid gratuity.

3. Gratuity will be calculated at the rate of month's salary last drawn devided by two x numbers of service year.
4. The total amount shall not exceed Rs. 1 lakes

5. For the purpose of payment of gratuity, service will be reckoned from the date of joining in the Organisation.

OTHER BENEFITS:

Mediclaim and Personal Accident Policy:

Every permanent staff member is covered under Mediclaim Policy which provides hospitalization/ domiciliary hospitalization benefits as well as personal accident insurance. Under this scheme a policy will be taken for each eligible employee and the premium due on the same will be paid by Banwasi Vikas Ashram However, the premium of such a policy would not exceed Rs.750/- per year per staff

Staff Welfare Fund (SWF):

Banwasi Vikas Ashram will open joint Saving Bank Account in a nationalized Bank, in the name of each permanent staff, which will be operated by two signatories; one will be staff member and second will be authorized by the organisation. Interest accruing on theses savings will be in favour of the employee. The management may decide to deposit the lump sum savings of each employee to enjoy the benefit of higher interest earnings.

The organisation will deduct an amount equivalent to 10 % of the basic salary of each staff and deposit a matching amount in the individual account.

If the employee leaves the job in between or retires from the service of Banwasi Vikas Ashram the entire amount accumulated as savings in the same name of staff will be payable to him/her. Also in case of death of an employee the amount accumulated to-date will become payable to the nominee of the employee.

Provision of personal Loan:

A Separate charter regarding loan arising out of Staff Welfare Fund will be worked out in consultation with the management committee and will be issued to the staff.

Leave Travel Allowance:

All confirmed staff members are eligible to avail Leave Travel Allowance (LTA) being reimbursement of travel expenses not exceeding one month's gross salary of the

employee, once in a block of two years, to meet the costs of travel by the staff to visit their hometown or any other places.

However, the LTA is to be paid only on declaration that the amount has been used for the purpose of official travel.

PERSONAL LOANS AND ADAVANCES:

The granting of loans of employees is not encouraged, but in very special circumstances the Secretary/Executive Director may grant a loan amount, equal to one month's salary, on the following conditions:

1. The loan amount shall be recovered from salary in not more than 12 installments within the current financial year.
2. No loan will be sanctioned to an employee who has already availed of a loan previously until the full amount of the previous loan is repaid.
3. The employee should have completed at least one year of service from the date of confirmation in service.

In addition, special loan may be sanctioned to the staff at the discretion of the Secretary/Director for various specific requirements like housing, leasing purchasing of vehicle etc. The loan amount should be repaid within the same financial year.

TOURS AND TRAVELS

Ordinarily, all travel plans and tours in connection with the official work of the organisation shall be planned in advance in consultation with the programme in charge. Staffs who are intending to travel shall submit their tentative travel schedule in advance. No conveyance allowance will be provided to staff for doing the job from his houses daily. Actual telephone bills or approved telephone bill which will be less will be reimbursed to the staff. Such as actual travel or approved travel expenses which will be less will be paid by the organization

Travel in India

1. Staff up to the level of supervisory are allowed to travel by Sleeper Class.
2. Staff in the level of grade A and B are allowed to travel by sleeper / A/C -3
3. Secretary /Directors/executive members and are allowed Air Travel in order to save time and the work demand when it will be urgent.

In addition to the above, any other trip by air has to be specially sanctioned by the Secretary/Executive Director.

For travel in groups of two or more staff, the entitlements for mode of travel may be relaxed at the discretion of the Executive Director.

Staffs who will be using own vehicles for official purposes, will be entitled to get reimbursement on the rates decided by the BVA Management from time to time.

Travel/ Tour allowance:

Per Diem allowance will be paid to all touring staff as shown below. This should cover food and other petty expenses etc., excluding travel, local conveyance and lodging expenses which will be against the actuals.

These rules apply only to Permanent staff of BVA and not to exchangees/ invitees/ guests or visitors. Tin these cases, rates and allowances will be determined specifically per visit/ exchange/project etc.

DESIGNATION	TOWN A	TOWN B	TOWN C
Field level staff	200	150	100
Supervisory staff,	300	200	150
Administrator / Co-coordinator, Astt. Coordinators, Account officer, Advocacy coordinators, consultant, Principal	350	300	200
Secretary, President, Treasurer Executive Director,	500	400	300

Lodging Allowance:

Lodging allowance will be as against actuals, subject to a maximum amount as per details given below.

DESIGNATION	A TOWN	B TOWN	C TOWN
Field level staff	800	600	500
Supervisory staff,	1000	800	600
Administrator/ Co-coordinator, Astt. Coordinators, Account officer, Advocacy coordinators, consultant, Principal	1200	1000	800
Secretary, President, Treasurer Executive Director,	2000	1800	1500

If food is arranged by BVA or its partner organisation, only 50% of per diem will be paid for incidental and for pocket expenses.

Categories of Cities:

CATEGORY OF TOWNS	TOWNS/CITIES
A	Kolkota, Chennai, Bangalore, Mumbai, Hyderabad, Delhi,
B	All state head quarters, and big cities
C	All other cities/Towns not covered above

Travel outside India:

If any board members or program staff do travel for the purpose of BVA interest BVA will bear the travel cost of air fare, round travel, food and lodging expenses incurred by himself and not charged any where.

REDRESS OF GRIEVANCES

Any member of staff has a complaint or grievance arising out of employment may submit it to his immediate superior who will deal with it as expeditiously as possible and intimate his decision to the staff member concerned. If the staff member is not satisfied with the decision of the action taken by the immediate superior, he may submit the matter in writing to the director who shall examine the matter expeditiously and intimate his decision to the staff member. If the staff member is still not satisfied with the decision of the Executive Director he may advance the grievance to the BVA Board which will examine it and give the decision. This decision shall be final.

DISCIPLINARY ACTION

The employee of BVA shall be subject to disciplinary action if found guilty of misconduct. The term misconduct will cover all acts of commission and omission as generally understood and shall include all acts involving moral turpitude or which are subversive of discipline. The employee found prima facie having committed misconduct will be informed of the charges in writing and be asked to explain the same in writing. Where necessary, an impartial inquiry may be held and the employee will be given opportunity to defend himself against the charges. If on consideration of the inquiry report the management finds it necessary it may impose any punishment including, censure, fine, withholding of increment, removal from service including dismissal. In matters involving removal from service or dismissal, the decision shall be that the Executive Board which may also review any decision imposing lesser punishment if so requested by an aggrieved employee.

Procurement Policy:

Each and every procurement of assts, equipments will be purchased only after approval of purchase committee consisting three persons. Quotation will be invited and lowest as well as quality can be given priority for supply order. Inventory records will be maintain properly. Valuation of the assets will be done annually as per govt. rules.

Audit:

Financial year of the organization will be April – March. Registered and experience auditor approved by E.C. will do audit work

Power and Functions of Key Functionaries:

Secretary:

Organization of meetings, Correspondence, Minutes writing work, Annual plan, Audit, Maintaining Bank accounts, Annual budget approval, Approval of audit report, Fund raising, approval of joining and dismissal of staff etc.

President:

Organization of each meeting, final decision in case of equal vote,.

Treasurer:

Record keeping of income and expenditure, Receipt and payments, Audit Fund raising, Bank withdrawal,

Executive / Managing Director:

Program execution, staff management, certification of project progress report, Approval of day to day budget and its expenditure, Advance planning, Monthly Budget approval, Correspondence work,

Executive Committee:

Nomination/dismissal of any members, Final approval of staff appointment, Management of organization fund, Monitoring and evaluation of finance, Modification of sub rules and regulations of the organization, Procurement approval work.

General Body:

Appointment of members, Approval of annual audit report, Approval of an auditor, Modification in byelaws and in memorandum, Final decision at the time of dissolution of the organization.

Roles and Responsibility of different category staff of BVA:

- **Program Director/Coordinator:**

Program execution, supervision, report writing work, budgeting, liaison, imparting training, participation in training, documentation, MIS, Support and guide to subordinates, Conducting training. Workshops, seminars, conferences, etc.

- **Astt. Program Coordinator:**

Program execution with getting approval and suggestions with Program coordinator, supervision, report writing work, budgeting, liaison, imparting training, participation in training, documentation, MIS,

Support and guide to subordinates, Conducting training. Workshops, seminars, conferences, Field visits etc.

- **Field Supervisor:**

Regular field visits, Report writing work. collection of information's case study, organizing field level program, liaison with concerned stakeholders, Data analysis**,** Field level meetings, block level meetings, report to his APC /PC,

- **Field Motivators/Animators:**

Regular field visits, conducting village, panchayat level meetings, Report writing work. Collection of information's case study, organizing field level program, liaison with concerned stakeholders, Data analysis, Report to his senior/supervisors

- **Field Facilitators:**

Regular field visits, Report writing work. Collection of information's case study, organizing field level program, liaison with concerned stakeholders, Data analysis**,**

- **Advocacy coordinators:**

Liaison with CBO, S, Community, govt. officials, traditional leaders, political leaders, Media, Report writing work,

- **Consultant/Resource person:**

Role of consultant will be as part time support staff, Meeting with support agency, Developing MIS, Documentation work, Development of IEC materials, publication work, report writing training facilitation, planning consultation, Audit support**.**

- **Accountant:**

Maintain daily cash book, ledger, trial, Balance sheet, Entry of vouchers properly, Maintain, inventory records, Bank work, cheque book, draft making related work, printing of financial reports. Audit support work**,**

- **Account officer**

To check and maintain daily cash book, ledger, trial, Balance sheet, Entry of vouchers properly, Maintain, inventory records, Bank work, cheque book, draft making related work, printing of financial reports. Audit work, Procurement certification work, Preparation of financial statements and annual balance sheet of each project, Cross verification of financial expenditure.

- **Store Assistant:**

To maintain all types of materials, equipments, fixed assets, in purchase book, stock book and issue register. To put requisition before executive director as and when required. Annual valuation of all types of valuable items.

- **Librarian:**

Maintaining records of each and every books journals, papers, booklets, news paper, media documents, electronic documents etc.

- **Data entry operator:**

Typing, printing, entry of data, tabulation work, Analysis work, collection of data from field and its cross verification, vouchers punching work, and other work assigned by his seniors.

- **Office Manager:**

Office establishment work, Attendance, log book, Mobility register, Guest, correspondence, procurement support, Information dissemination work.

