

# **PERSONNEL - POLICIES**

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## **RRR EDUCATIONAL SOCIETY**

(RURAL RECONSTRUCTION AND REHABILITATION EDUCATIONAL SOCIETY)

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**INDEX**

<b>S. NO.</b>	<b>CONTENTS</b>	<b>PAGE</b>
I.	PREAMBLE	3
II.	SCOPE	3
III.	STAFF POLICIES	4
IV.	SERVICE CONDITIONS	5
A.	APPOINTMENTS	5
B.	TRANSFERS	5
C.	FORECLOSURE/ EXPIRY OF CONTRACT	6
D.	TERMINATION	6
E.	RESIGNATION	6
V.	REMUNERATION SCALE	6
VI.	INCREMENTS	7
VII.	PERFORMANCE APPRIASAL	7
VIII.	MEDICAL BENEFITS	8
IX.	REMUNERATION ADVANCES	8
X.	LOAN FACILITIES	8
XI.	INSURANCE	9
XII.	SPECIAL ALLOWANCES	9
XIII.	STAFF TRINING AND DEVELOPMENT	9
XIV.	TRAVEL WITHIN PROJECT AREA	10
XV.	TRAVEL OUTSIDE PROJECT AREA	10
XVI.	TRAVELLING ALLOWANCE	10
XVII.	TRAINING AIIOWANCE	11
XVIII.	TRAVEL PLAN	11
XIX.	TRAVEL ADVANCE	11
XX.	TRANSFER	12
XXI.	ANNUAL LEAVE	12
XXII.	SICK LEAVE AND CAUSLA LEAVE	13
XXIII.	MATERNITY LEAVE	14
XXIV.	PATERNITY LEAVE	14
XXV.	STATUTORY HOLIDAYS	15
XXVI.	STAFF CODE OF CONDUCT	15
XXVII.	DEPUTATION FOR CONDUCTING TRAININGS AND PROVIDING CONSULTANCY SERVICES	17
XXVIII.	PROVIDENT FUND	18
XXIX.	MISCELLANEOUS	18
XXX.	LEAVE APPLICATION FORM/LEAVE SANCTION FORM	19

## **I. PREAMBLE**

RRR EDUCATIONAL SOCIETY called in brief as RRRES is a philanthropic, charitable society established in the year 1990 under the Societies Registration Act XXI of 1860 with the Regd. No. 30 on 19-02-1990.

RRRES draws staff and volunteers on a selective basis, irrespective of region, caste, colour, creed, who have their dedication and motivation in doing charity and offering services to the poor marginalized & disadvantaged, socially excluded communities & groups and the needy towards fulfillment of human needs and rights with a humanistic approach.

Staff and volunteers seeking placement and those already working with RRRES should have the spirit of volunteerism and service as a higher priority than pursuing a career or a security. As a non profit charity organization RRRES is managed with contributions, donations and grants and hence, staff and volunteers working with RRRES are awarded a nominal remuneration for their services rendered.

All staff and volunteers engaged in RRRES, irrespective of their qualification, expertise, nature of work, place of work and designation shall be, by and large, involved in social work consistent to the objectives of the organisation and for all practical purposes the motivation, orientation, the nature of work and conduct of the staff is only as a social worker and not as workmen.

While functioning within the frame work of a voluntary, non-governmental and non establishment set up providing service to the poor and the needy believing in values of human dignity, democracy, freedom and equality, RRRES cannot compromise with its quality of service to the people. It is therefore imperative that staff volunteers by virtue of their dedication should be quality conscious, efficient and disciplined in their work and service.

This calls for a code of conduct and hence, RRRES has formulated the staff policies. These policies are primarily formulated by the Executive Committee in consultation with the staff and revised once in 3 years and approved by the Executive Committee. Anyone desiring to serve in RRRES shall subscribe to the objectives and intentions fully and wholly as elaborated in these policies and in the memorandum of Association of RRRES.

## **II SCOPE**

- A. These revised policies and Service Rules as approve by the Executive Committee shall come into effect from April' Ist 2010 and shall apply to all categories of staff working with RRRES on that date or thereafter.
- B. These policies and service rules may be amended on the recommendations to the Executive Committee from time to time

- C. These Policies and Services Rules and amendments or modifications therein to be made from time to time of any orders, notices or instructions issued under these policies, shall be circulated/ displayed in all the RRRES offices. On request each staff shall be provided with a copy on a nominal cost of Rs.50/.
- D. In case of any doubt or conflict in the interpretations of the policies or service rules, the Executive Committee's decision shall be final.

### **III STAFF POLICIES**

- A1. Letters of contract appointment not exceeding 3 years and their dismissals shall be issued in accordance in section 19 of the bye-laws, by the President of RRRES.
- A2. Reappointment on expiry of contract shall be considered on receipt of a fresh application based on past performance & availability of funds of that respective project, vacancy and at the discretion of the organisation.
- A3. Except casual appointments all other appointments are based on grades and scales of remuneration as approved by the Executive Committee.
- A4. Person above the age of 60 are not suitable for recruitment except in the case of consultants and advisors.
- B1. Casual appointment of staff whose required service does not exceed 90 working days shall be made by the Project Head after obtaining written consent of the President.
- C1. Such appointments made by Project Head exceeding 90 working days and those made without the written consent of the President shall automatically be null and void.
- C2. Reappointment of casual staff for 2 more terms not exceeding 90 working days for each term with an interval of 2 days in between each term may be considered in the event of contingencies.
- D1. Consultants or Advisors may be appointed Part time or Full time on payment of an honorarium. They are not eligible for any regular benefits as applicable to other categories of staff. Terms and conditions of the appointment shall be specified by the President with the approval of Executive Committee.
- E1. All staff within 10 days of joining duty shall produce original certificates/credentials and passport size photograph and other particulars required by the management for the verification of their age, experience and education.
- E2. In the event of falsification or declaring false information or non production of the documents as said in (E-1) the service contract of the staff shall be terminated.

- E3. Staff taking employment with RRRES should subscribe and adhere wholly to the personnel policies and service rules.
- E4. No member of staff should seek or accept outside the organisation any part time work or do any other project/business privately, unless such intentions or arrangements are agreed and approved by the President at the time of issuing the letter of contract.
- E5. Any dispute arising from the appointments issued from Nellore, Andhra Pradesh irrespective of their place of work shall be settled only within the legal jurisdiction of Nellore, Andhra Pradesh.
- F1. All staff working with RRRES shall be offered besides remuneration, benefits given as here under:

**CONTRACT STAFF**

**1 year - 3 years:** Medical Insurance, Sick Leave, Casual Leave, Annual Leave, Maternity Leave and Paternity Leave and Training.

**CASUAL STAFF (ON PROBATION PERIOD):** Sick Leave

**TRAINEE STAFF:** Sick Leave

**IV SERVICE CONDITIONS**

**A) APPOINTMENTS:**

- 1. All staff are eligible for benefits besides their remuneration as discussed in section VI to VIII to XXIV.
- 2. Reappointment may be considered on receipt of a fresh application from staff whose contract has expired.
- 3. Based on individual staff performance and experience they shall be considered for promotion and professional development training both locally and internationally.
- 4. In case of death of a staff on contract basis due to accident/ illness on priority his/her, wife/husband/son/daughter will be taken into service.
- 5. Priority will be given for eligible PLHAs / Physically Challenged for appointments.

**B) TRANSFERS:**

- 1. All staff on contract can be posted or transferred to any other project in any part of India.
- 2. Non compliance of the transfer orders within the stipulated period will warrant foreclosure of the contract irrespective of the contract stipulations.

**C) FORECLOSURE/ EXPIRY OF CONTRACT:**

1. All contract appointments will automatically expire on the respective date as per the contract terms.
2. No claims of compensation whatsoever will be entertained thereof.
3. Cumulative performance if found to be lower than the required standards will lead to foreclosure of contract.
4. On foreclosure of contract under such conditions as mentioned in C-3 RRRES will render 2 months notice or 2 months remuneration in lieu thereof.

**D) TERMINATION:**

1. In case of termination on account of misconduct the staff may be given one month basic remuneration as exgratia for every 2 years of service in the organisation.
2. Misconduct (as found in section XXVI) on the part of the staff will lead to Loss of Remuneration or Warning or Suspension or Termination of Service.
3. In the event of termination due to misconduct, the organisation will render in writing 1 month notice or 1 month remuneration in lieu thereof.

**E) RESIGNATION:**

1. Irrespective of the years of service with RRRES the staff tendering resignation should provide 30 days notice or 1 month remuneration in lieu thereof.
2. Under any circumstance the staff tendering resignation will have to report to duty on the last working day of their notice period. Otherwise, the period will be considered on Loss of Pay.
3. The remuneration for the days of 'notice period' will be paid only in person along with the final settlement and no request for part payment for the notice period (from the date of giving notice) will be considered.
4. Final financial and administrative settlement of staff will be done only after proper handing over in person of all office properties, assets, records and registers, documents and financial and project related matters to the Administration within the notice period and on receipt of clearance from the Executive Secretary.

**V. REMUNERATION SCALE:**

- A1. All 1 year (short term) and 3 year (Long Term) contract staff will be placed on a suitable grade depending on their qualification, experience and past performance both within and outside the organisation.

A2. The remuneration scale is classified into 2 grades. Each grade has 3 sub-grades ranging from (A1) highest to B(3) lowest. The start of the grade will be the same for all sub-grades within a grade. (However, increment rate will differ for each sub-grade within)

B1. Scale A- Managers and Project Presidents. Coordinators, Project Officers, Agricultural Officers, Accountant Officers, Documentation In-charge, Training Coordinators, Engineers, Medical Officers.

Scale B- Assistant Project Officers, Assistant Accountants, Assistant Coordinator, Community Organisers, Health Workers, Supervisors, Technical Assistant, Vehicle Assistants, Office Assistant, Watchman.

B2. Scale and Grade:

Scale A1 - 30000 - 3000 - 3300 - 3630

A2 - 25000 - 2500 - 2750 - 3025

A3 - 20000 - 2000 - 2200 - 2420

A4 - 15000 - 1500 - 1650 - 1815

Scale B1 - 10000 - 1000 - 1100 - 1210

B2 - 8000 - 800 - 880 - 968

B3 - 7000 - 700 - 770 - 847

B4 - 6000 - 600 - 660 - 726

B5 - 5000 - 500 - 550 - 605

## **VI INCREMENTS:**

A1. Increments are not a matter of right and will not be given automatically. Increments will be awarded by the appointing authority after considering the performance review and budget provisions.

A2. Increments will be awarded to those who have completed 12 months of continuous service.

A3. The award of increments is determined on the basis of the staff securing the minimum required points based on the 12 months cumulative assessment.

## **VII PERFORMANCE APPRAISAL:**

A1. The performance is reviewed jointly based on 'POINT SYSTEM OF APPRIASAL' (PSA) once in 6 months from the date of contract.

- A2. The first date of appraisal is calculated at the last day of the 6<sup>th</sup> month (180<sup>th</sup> day) and the second date of appraisal at the last day of the 12<sup>th</sup> month (360<sup>th</sup> day) from the date of actual joining or the expected date of joining as per contract which ever is earlier.
- A3. As with regard to timely submission of PSA - in the event of either one of the appraisals in a period of 12 months not being submitted on time, the other does not hold good.
- B1. The staff wholly owns the responsibility to get the Joint Performance Review done with the project head/department head/in-charge within 14 days from the stipulated date of appraisal.
- B2. In the event of delay on the part of the staff to get the appraisal completed as per section (A-1) a grace period of 6 days will be allowed but foregoing one months increment.
- B3. If the staff fails to set the review completed within a total period of 20 days, the staff automatically foregoes increment for 12 months.
- C1. The Project Head or Department Head/ Reviewer owns the responsibility to forward the PSA with his/ her comments and advice to the President so as to reach HO within 10 days from the date on which the appraisal was completed.
- C2. PSA which has been completed and received and if not submitted to HO (as per section B-1), the appraiser will automatically forego 1 months increment.
- D1. Until such time as revised PSA format is notified then forms currently used for appraisal should be in use and freely available to all staff in their respective offices.
- D2. In case of printed formats not being available the staff could use Xeroxed or typed copies.

#### **VIII MEDICAL BENEFITS:**

- B1. In case of emergency, accidents or prolonged illness with hospitalization (excluding maternity) beyond 30 days, the staff is eligible for reimbursement of actual up to Rs.10000/- and this benefit is not extended to the other members of the family.
- B2. The reimbursement amount covers only such expenses relating to hospital charges, specialist consultation, surgery drugs and investigations and not transport, attendants cost or food expenses.

#### **IX REMUNERATION ADVANCES:**

- A1. Remuneration advances are discouraged.

#### **X LOAN FACILITIES:**

- A1. All staff are discouraged from taking loan.

**XI INSURANCE:**

- A1. All staff will be covered under Medical Insurance Policy.
- A2. Insurance claims will be made only at the initiative of the staff.
- B1. Staff using 2 wheelers, 4 wheelers for official purposes should hold a valid license and insurance and should adopt stipulated safety requirements such as helmets in order to have claims in the event of accidents.

**XII SPECIAL ALLOWANCES:**

- A1. President may avail hospitality after reimbursement of bills.

**XIII STAFF TRAINING AND DEVELOPMENT:**

- A1. RRRES may select and sponsor any member of staff for training in its various fields of work. Staff so selected will adhere to the terms of the training agreement.
- A2. The staff should enter into an agreement with RRRES executed on a legally valid paper in case of foreign training or within India exceeding 1 month.
- A3. The staff entering into an agreement with RRRES should render 3 years of service on completion of the training in the case of foreign training.
- A4. If the training is not taken or completed, the entire expenditure incurred by RRRES, will be refunded by the concerned staff.
- B1. Staff who desire to pursue training should make their intentions known to the President/Executive Secretary.
- B2. The staff wishing to pursue study/training on his/ her own accord could do so after availing leave from the Executive Secretary. Such leave could be availed from the leave to his credit or on loss of pay to a maximum of 30 days.
- C1. The staff going on training at the initiative of the organisation for more than one month and if the period of the staff is less than 120 days he/she will be given only 50% of his gross remuneration to a maximum period of 3 months - beyond which the training will be taken only on loss of pay.
- C2. In case of sponsored training RRRES would meet the cost relating to local or international travel, boarding and lodging.
- C3. Cost incurred towards miscellaneous expenses not relating to training and local travel will not be covered by RRRES.
- C4. No advances of personal expenditures will be paid by the organisation and such requirements will have to be met by their own means.

C5. Advance taken toward travel costs, fees should be settled within 7 days of their return as otherwise the same will automatically be deducted from their remuneration.

C6. In case of international travel the staff owns the responsibility to take his/her travel insurance.

#### **XIV TRAVEL WITHIN PROJECT AREA:**

A1. Project staff working within their project area are not eligible for food or travel allowance and staff are expected to carry their own lunch/snacks while on village visits or on duty.

A2. Allowance is not admissible also in the event of overnight stay by staff away from their place of residence but within their cluster or circle.

A3. Actual travel costs will be reimbursed to field staff whenever they visit field/office on invitation or scheduled Programme/meeting, as per the provision in the budget which will be informed at the time of joining duty.

A4. Based on the budget provision fixed travel claims can be considered.

A5. Staff using vehicle should have valid driving license and wear helmets.

#### **XV TRAVEL OUTSIDE PROJECT AREA:**

A1. Project staff are required to visit outside their project areas as and when necessary but only with the written permission from the Project Head. The details of project area is given hereunder.

A2. Project area covers all target villages besides the towns in Nellore, Guntur and Krishna Districts of Andhra Pradesh.

#### **XVI TRAVELLING ALLOWANCE:**

A1. In case of stay for more than one night in towns in their project area staff are eligible for Rs.100/- for food (calculated for every 24 hours).

B1. When staff members visit towns and cities (other than those specified in C-1) outside project areas and return after overnight stay, an allowance of Rs.100/- will be allowed, excluding lodging. (calculated for 30 hrs).

B2. Out station allowance designation cities covering food, tips, portage and laundry from the time of departure off every 24 hrs will be under:

A. Bangalore, Delhi : Rs. 300/-

B. Chennai, Hyderabad : Rs. 200/-

- C1. Accommodation is admissible @Rs.600/- for A category for scale A staff, and Rs.300/- for scale B staff.
- C2. Staff on outstation travel and eligible for II class train fare including berth charges. However, for scale A1 and A 2 staff are travel is admissible by II class and under special circumstances for A1 staff III tier A/c and Air ticket is permitted. And it is at the discretion of the President.

**XVII TRAINING ALLOWANCE:**

- A1. In case of staff attending training in other institutions and if food and lodging is provided, staff are eligible for Rs.50/- towards laundry and incidental expenses.
- A2. If only accommodation is provided, expenses for food and incidental expenses will be calculated based on (section XVII B 1, 2 and 3).
- A3. In case of working lunch and snacks are provided, staff can claim 60% of the food allowance eligible for that particular town/city.
- A4. In case the training institutions meet the travel expenses and if advances are taken it should be reimbursed.

**XVIII TRAVEL PLAN:**

- A1. Travel plan is required if any staff intend to travel outside the project area including visits to nearby towns.
- A2. All travel plans should have prior approval by the Project Head and later, sanctioned by the President/Executive Secretary.
- A3. Travel plan should be made with at most diligence and in the most economical manner (Time & Money) to achieve maximum work with least cost.
- B1. In case of urgent meetings to be attended staff should obtain prior permission at least by telephone/fax from the President and no excuse is granted in the event of any technical failure of telephone/fax.
- B2. Travel made without prior approval by the project Head or President shall be treated as a misconduct and the staff will automatically forego all expenses incurred and the period of absence will be treated as Loss of Pay.

**XIX TRAVEL ADVANCE:**

- A1. An estimate of travel expense must be drawn up on the prescribed form for advance for travel and should be approved by the Project Head/President.
- A2. Whenever the advance exceed Rs.2000/-, sanction is required from the President.
- B1. All travel advances should be settled within 7 working days after return from the travel.

- B2. Non clearance for the advances within the stipulated period of 7 days will be adjusted against next remuneration due.
- C1. Advance will be paid only if the prescribed form is accompanied by an approved travel plan.
- C2. Travel advance should be paid not before 2 working days from the actual of travel.
- C3. No travel advance will be paid without settlement of the previous advance.
- C4. While undertaking travel/ training's and whenever more than one is involve, travel advance has to be taken on an individual basis.
- D1. Original actual bills / receipts indicating ticket numbers are to be enclosed (whenever required) along with the expense report.
- D2. In case of travel by air/train/bus, the air/train/bus ticket should be enclosed.
- D3. All staff expense report requires recommendations by the immediate supervisor and approval by the President and final sanction by the Executive Secretary.

**XX TRANSFER:**

- A1. Any staff could be transferred to any project at any time within India.
- A2. Non-compliance of the transfer order will warrant automatic foreclosure of the contract.
- B1. When a staff is transferred from one project to another/ he/ she shall be entitled to the following on production of cash receipts on proper declaration. This does not apply to transfers within a project.
- B2. Actual fares for the staff and his family to travel in II rail together with reservation charges and luggable charges, if any will be paid.
- B3. Actual expenses by other modes of travel, eg: by road, but limited to the amount which would have been admissible had the journey been by rail.

**XXI ANNUAL LEAVE:**

- A1. All staff on contract who have worked for a period of 300 working days or more during a CALENDER YEAR are eligible for annual leave with pay for 8 days. Staff who are on leave with loss of pay and or absent in the period under review are not eligible to avail annual leave.
- A2. Staff who join in the middle of a calendar year shall be eligible for a proportionate no. of days of annual leave in the subsequent year.

- A3. The above sections 1 & 2 hold good provided the staff has worked the required no. of days by his/ her physical presence.
- B1. Annual leave can be availed at a time and only after the completion of the fixed assignments.
- B2. Annual leave can be prefixed or suffixed with a weekly off but not both.
- B3. The annual leave schedule for all the staff will be drawn up by March 31<sup>st</sup> every year by the administration or field in-charge as the case may be.
- C1. Application for annual leave should be submitted and approved 10 days in advance.
- C2. The staff may proceed on leave only when the annual leave is duly approved by the President.
- D1. Leave cannot be accumulated over.
- D2. Annual leave cannot be availed during the notice period.
- E1. Excess of any other leave cannot be adjusted against annual leave.

**XXII SICK LEAVE AND CASUAL LEAVE:**

- A1. All contract staff will be entitled to sick leave up to 7 days in a calendar year. This cannot be accumulated.
- A2. Staff who join in the middle of a year will be eligible for such no. of days of sick leave on proportionate basis.
- A3. Casual staff and trainees are eligible for sick leave on proportionate basis.
- A4. Staff on account of serious and prolonged illness who have exhausted all the sick leave are permitted to take 30 days on loss of pay. It would automatically foreclose the contract if it exceeds 30 days of sick leave with loss of pay.
- B1. All contract staff are eligible for 10 days of casual leave within a calendar year.
- B2. Not more than 3 days of casual leave can be availed at a time.
- B3. Casual leave cannot be combined with any other leave.
- B4. Two days notice is to be given to avail of casual leave.
- B5. Extension of leave under unavoidable circumstances should also be sought through telegram/ telephone in advance.

- B6. Application for casual leave should be submitted two days ahead and only on approval of the sanctioning authority casual leave can be availed.
- B7. Leave application for casual leave if not submitted for approval prior to the leave or on the day of the joining duty, those days of leave availed will be considered as unauthorized leave with loss of pay.
- B8. In case of unavoidable circumstances if prior permission is not availed by the staff for casual leave, he/ she to inform office before 9.30 a.m. on the day of leave.
- B9. Casual leave cannot be taken on more than one occasion in a month.
- B10. As a principle causal leave can not be availed at the time of natural disasters.

**XXIII    MATERNITY LEAVE:**

- A1. Women staff who have worked for 240 days will be entitled to maternity leave of 90 days to be availed at one stretch with pay.
- A2. Whereas in the case of abortion/miscarriage a maximum of 30 days leave at a stretch can be availed of; however any abortion, which is punishable under Indian Penal Code, leave cannot be considered.
- A3. Maternity leave can not be combined with Annual Leave/ Casual Leave/ Sick Leave.
- A4. Request of leave should be supported by a medical certificate both in the case of maternity or miscarriage.
- A5. Maternity leave can be availed by the staff only for the first 2 children.
- A6. Maternity leave will be granted only for contract staff.

**XXIV    PATERNITY LEAVE:**

- A1. Men staff who worked for 240 days will be entitled to Paternity Leave of 10 days to be availed at one stretch with pay.
- A2. Whereas in the case of abortion/miscarriage maximum of 3 days paternity leave at a stretch can be availed of; however, any abortion which is punishable under Indian Penal Code, does not include entitlement.
- A3. Paternity leave can not be combined with Annual leaves/ Casual leaves/ Sick leave.
- A4. Request for leave should be supported by a medical certificate both in the case of delivery or abortion/miscarriage.
- A5. Paternity leave can be availed for the staff only for the first 2 children.

A6 Paternity leave will be granted only for contract staff.

**XXV STATUTORY HOLIDAYS:**

The staff are given 15 days of statutory holidays including compulsory holidays (Republic day, Independence day, Gandhi Jayanthi and May day).

A1. The organisation would declare 11 other holidays, besides the compulsory holidays, in consultation with the staff during the first week of the calendar year.

A2. The statutory holidays will be announced/displayed in all RRRES Offices.

**XXVI STAFF CODE OF CONDUCT:**

A1. All staff are required to comply with the minimum working hours.

A2. The minimum hours of work including 1 hour lunch break for the staff are:

OFFICE:

MONDAY TO SATURDAY : 9.30 A.M. To 1.30 P.M.  
2.30 P.M. To 6.00 P.M.

FIELD:

MONDAY TO SATURDAY : 7.00 A.M. To 11.00 A.M.  
3.00 P.M. To 7.00 P.M.

B1. Attendance register should be signed by all category of staff both in the morning and evening every day. Non compliance to signing the attendance register will be counted as leave.

B2. Lateness/ absenteeism shall be marked in the register by the Project In-charge/ Department Head every day in ink if the register is not signed by the staff before 9.40 a.m.

B3. Staff coming late to office after 9.30 a.m. and before 10.00 for 3 days in a month would forego 1/2 day of their casual leave.

B4. Staff attending office after 10.00 a.m. and before 10.30 a.m. for more than 3 days in month, would forego 1/2 day basic remuneration besides foregoing 1/2 day casual leave.

B5. Staff attending office after 9.30 a.m. for more than 6 times in a month would forego 1 day casual leave besides 1/2 day remuneration for each late coming day.

B6. Staff attending office after 10.30 a.m. shall sign the register but will forego half a day casual leave.

B7. Staff whose remuneration is deducted for more than 3 times in a year on account of late coming, he/ she will be subjected to disciplinary action which may end up in termination of service.

- B8. Staff on duty outside office premises will have to inform office regarding the same, before 10.00 a.m. on that day.
- C1. In emergencies like natural calamities any staff may be required to work beyond the normal working hours. Members of staff may also be required to attend the office during holidays due to the emergency of work.
- C2. He/ she shall be compensated for such work by an equal no. of working days off at the recommendation of the department head and solely at the discretion of the appointing authority.
- D1. Staff are allowed to take permission once in a month for not more than 1½ hours and not exceeding 6 permissions in a calendar year.
- D2. Only on prior written information and approval by the project Head/ President staff could go out on permission.
- D3. In case of the staff having availed of 6 permissions in a calendar year, further permissions will be treated as 1/2 day Casual leave or 1/2 day loss of pay.
- E1. No staff is allowed to keep either in person or take outside the office, the originals or copies of any documents papers or records without the written permission of the Office Head.
- E2. Staff shall not encourage private visitors during office hours except with the permission of the Department Head/Project Head.
- E3. Staff must observe strict confidentiality and shall not divulge any confidential information either to outsiders or other members of the staff.
- E5. All staff should strictly adhere to the service conditions or any other rules which may be framed from time to time.
- E4. Only authorized persons can give statements and reports to donors, govt. officials, media and others with the approval of President.
- F1. For any breach in the observance of service conditions or rules and regulations will constitute misconduct or misdemeanor and the staff will be liable to disciplinary action which may result in one or more of following punishments.
- a. Loss of pay
  - b. Warning
  - c. Suspension
  - d. Fine
- F2. Except in case of grave misconduct, no disciplinary action shall be taken unless the concerned staff is given as opportunity of being heard either in person or in writing,

pending an intended domestic enquiry, such staff may be suspended and during suspension period such subsistence allowance as the disciplinary authority may deem proper (NOTE: Disciplinary authority here means the appointing authority).

F3. The following acts of omission shall constitute grave misconduct for which an employees is liable, not withstanding any thing else to the contrary, to be dismissed from service without notice or pay in lieu thereof.

- a. Willful insubordination or disobedience of the orders of the supervisors whether alone or in conjunction with others.
- b. Willful negligence of duty.
- c. Divulging of confidential/official matters to outsiders or others directly/ indirectly.
- d. Harassment of staff.
- e. Theft, fraud, misappropriation, corruption, dishonesty, misuse in connection with RRRES business, property, money and other assets.
- f. Willfully furnishing of inaccurate particulars at the time of joining of service.
- g. Violence, intimidation, drunkenness and not being present at the appointed place of work.

#### **XVII DEPUTATION FOR CONDUCTING TRAININGS & PROVIDING CONSULTANTY SERVICES :**

##### **ON DEPUTATION:**

##### **TRAININGS:**

- 1.0. RRRES may depute any number of staff/ volunteer to serve as RESOURCE PERSON for the trainings being organised by Govt. and or Non-Govt. Agencies.
- 1.1. Actual travel expenses by IIInd class train or bus by the shortest route will be paid by RRRES if the organising agency is not meeting the travelling expenses.
- 1.2. No incidental expenses will be paid by RRRES other than 1.1
- 1.3. If the training Programme is on the working dates of RRRES, 40% of the resource persons charges being charged, will be paid to the staff/volunteers deputed.
- 1.4. If the training Programme is on the holidays - non working days of RRRES, 55% of the resource persons charges being charged, will be paid to the staff/volunteers deputed.
- 1.5. 5% will be spent for the preparation of training materials and meet other administrative expenses.

- 1.6. No payment to the organizers will be made for the training Programme conducted by RRRES within the campus and or outside the project area. Actual expenses will be met by RRRES as mentioned in the service rules.

**CONSULTANCY SERVICE:**

- 1.0 RRRES may depute any number of staff/ volunteers to provide consultancy services on project formulation, planning, evaluation, developing systems on monitoring etc, for the Govt. and Non. Govt. Agencies.
- 1.1. Actual Travel expenses by the II<sup>nd</sup> class train or bus by the shortest rates will be paid by RRRES if the concerned agency is not meeting the travelling expenses.
- 2.1. No incidental expenses will be paid by RRRES.
- 2.2. If the consultancy services are provided in the working dates of RRRES, 40% of the charges will be paid to the staff/volunteers deputed.
- 2.3. If the Consultancy services are provided on holidays-non working days of RRRES, 55% of the charges will be paid to the staff/ volunteers deputed.
- 2.4. 5% of the charges will be spent for computerization, and other administrative expenses.

**XVIII PROVIDENT FUND:**

**A. CONTRIBUTION TO THE FUND:**

1. Staff member is eligible to contribute to the RRRES provident fund stated in the appointment letter.
2. The contribution will be recovered each month at the time of disbursement of the remuneration.

**XXIX MISCELLANEOUS:**

1. Telephone calls made by staff for personal purposes will be charged Rs.1/- per local call. In case of trunk calls, the actual cost as per the bill will be realized. No STD for personal purpose is not allowed.
2. As a policy there shall not be any discrimination on the basis of region, caste & religion and being PLHA & Physically challenged.
3. To ensure that women staff equal not only in numbers, but also in the decision making process.
4. To provide opportunities for women staff to enhance their knowledge and skills; that is, RRRES should have positive discrimination towards women staff.
5. To provide space for women staff to express their grievance and constitute a committee comprising women staff from all levels.

**RRRES****LEAVE APPLICATION FORM**

DATE .....

Name &amp; Designation \_\_\_\_\_

Please grant me \_\_\_\_\_ days Casual/ Sick/ Maternity/

Personal Leave from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leave \_\_\_\_\_

Work assigned to \_\_\_\_\_

Signature of the staff.

**LEAVE SANCTION FORM**

	CASUAL	PERSONAL	MATERNITY	SICK
Leave applied for				
Leave taken previously				
Leave to-date				
Balance leave available				
<p>Approved/ Not Approved: _____</p> <p>If not approved, reason: _____</p> <p>Leave Sanctioning Authorities Signature: _____</p>				