

READS: RURAL EDUCATION AND DEVELOPMENT SOCIETY

PERSONEL

SERVICE

MANUAL

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pazhampattai,
chetpet.

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PART – 1: PREAMBLE

READS Rural Education And Development Society is a registered voluntary organization involved in the education, health and rural development activities in Tiruvannamalai district 7 young professional and like-minded people joined together and started this organization since 1992. It is registered under Tamil Nadu societies Registration Act. It is mainly focusing on 'empowerment of the people in remote rural villages of Tiruvannamalai Dt. The poorest of the development.' It believes in people's ability to respond their own situations by creating awareness on their needs and the resources available to satisfy the needs through collective efforts.

VISION

The visions of the project is to reachout and empower poor women for self reliant and sustainable self help

MISSION

To build capacity of poor and disadvantaged women in order that they are enabled to cross all social and economic barriers, and there by facilitate their full development into empowered women.

OBJECTIVES

- To form women Self Help Groups
- To mobilize the local human and material resources for development by building up an attitude of self help among the people
- To organize workshops, seminars and training program
- To impart formal and continuing, education, technical education, agriculture and animal husbandry training and consultancy
- To impart care and treatment for PLHA's and prevention projects of HIV/AIDS program

The present focus of activities is on

1. WOMEN SHG FORMATION
2. WOMEN SKILL TRAINING
3. MICRO – CREDIT PROGRAMME
4. VAZHAKATTUM THITTAM
5. CHILDLINE 1098
6. MICRO – INSURANCE
7. HEALTH PROJECT
8. WATERSHED PROJECT

READS is committed to the attainment the above stated objectives by implementing the activities. In order to carry out the above stated activities and other activities those are found to be necessary to fulfill the objectives of the Society, the Memorandum of Association of READS had provisions to appoint and manage a team of staff according to the requirement.

Human resource is deemed as key to organizational success. As an organization grows and makes shift in its thrust, the institution needs more and more competent, skilful and qualified staff in the organization. The vision and mission of the organization has to percolate to various levels of the staff and for that purpose an internalization process has to be set into motion.

There has to be a good compensation package for the staff in terms of pay, benefits, leave facilities etc. Although reward systems are not the only motivating factor for staff commitment, it is an important criterion in retaining the good staff and sustaining their motivation. To utilize the services of the staff at the optimum level, there is a need for proper systems and procedures and well defined policies and principles. Keeping these factors in mind, the personnel manual is evolved and approved by the Executive Committee of READS. This shall come into force with effect from JUNE 1, 2012.

These shall apply to all the staff employed in CSR. In case the conditions agreed upon in the appointment letter of an employee overlap or in any manner different from these rules, conditions given in the appointment letter will continue to be binding on the individual notwithstanding these rules. However conditions not mentioned in the individual appointment letter but which are get out in these rules are automatically applicable to the individual also.

The Executive Committee shall be the authority on the explanation of all or any of these orders and its decision shall be final on all persons concerned.

PART – 2: DEFINITION OF KEY WORDS

1. The **Society or Organization** means RURAL EDUCATION AND DEVELOPMENT SOCIETY
2. **Management or Administration** means the Executive Committee of RURAL EDUCATION AND DEVELOPMENT SOCIETY
3. **Employee or staff** means any person employed by READS in any capacity and paid from the funds or resources of READS whether self generated or received as grant
4. **Appointing Authority** means the Executive Committee any person designated by the Executive Committee to have such powers. In the present context it implies the Director who is authorized by the Executive Committee
5. **Masculine** shall include Feminine. He or she shall be interchangeably used.
6. **Singular** shall include plural where relevant and vice versa.
7. **Superior** means any person employed in the institution who by reason of his or her designation or official position exercises for the time being control, authority and supervision over one or more employees related to the fulfillment of the responsibilities in READS.

PART – 3: CLASSIFICATION OF EMPLOYEES

Keeping in mind the requirement and the resources available, READS shall appoint employees on different categories. The employees shall be classified into the following categories.

- Regular
- Probationer
- Contract
- Casual
- Trainee / Apprentice
- Part Time
- Volunteers

Regular employee is one who is appointed against a permanent post in the organization and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by the appointing authority.

Probationer is one who is provisionally employed to fill a permanent post but has not yet completed the prescribed period of probation or extension thereof and has not been confirmed in writing by the appointing authority in the post in which he has provisionally been appointed.

Contract employee is one who is employed on a contract basis for a stipulated period of time on the lapse of which the contract may be renewed with mutual consent either on the same or different terms.

A Trainee / Apprentice is one who is engaged essentially to learn any work. The payment of stipend or non-payment of any stipend depends on the nature of apprenticeship.

Part Time employee is one who is employed to do work for less than the normal period of working hours.

volunteers: employee is one or more persons deputed from FSL-India Bangalore, to work every day 5 hours they are from abroad and as well as appoint local volunteers for child line project.

PART – 4: SELECTION AND APPOINTMENT PROCEDURE

Selection Procedure

Only the Executive Committee is the **competent body to select** the staff. However, they could delegate the authority to any person they deem competent. In the present context, the Executive Committee has authorized the Director to select, appoint and monitor the required employees.

The **selection of personnel** shall be carried out as per the prescribed qualification and experience. However the appointing authority has the right to relax the requirements in individual cases in the interest of the organization.

In normal circumstances, if any vacancy arises, the same shall be advertised in the local newspapers and applications shall be invited. The received applications shall be reviewed and short listed candidates shall be invited for a personal interview. The interview will have both oral and written aptitude tests. Depending upon the performance, the right candidate shall be appointed in the post interviewed for.

Appointment Procedure

The personnel selected for a particular post shall be served with an appointment order. The appointment order shall contain the terms and conditions of employment including pay scale, grade, designation, allowances and other benefits eligible for the person for discharging the prescribed responsibilities.

The Director shall be appointed by the Board of Trustees. The Director is authorized by the Executive Committee to issue the appointment order for the other staff.

Contract employees shall be appointed only against specific projects or against posts created specifically for a limited period and should not exceed three years. However on expiry of the term, she/he shall be reemployed depending on mutual consent and on the same terms and conditions or revised terms and conditions. They are eligible only for those benefits specified in the contract.

Probation

All employees selected against regular vacancies or new posts shall be on probation for a period of six months except where otherwise specified.

The performance of the candidate shall be observed and assessed before confirmation.

On satisfactory completion of the probationary period, the employee shall be confirmed in service through a letter of confirmation.

During the probationary period the services of an employee may be terminated at any time without assigning any reason, by giving one-month notice or salary for one month in lieu of the notice on either side

The Director may extend probation period further for a maximum period of six months depending on the performance

Transfer

All the employees are liable to be transferred on the same pay scale from one type of work to another, from one department to another department in the organization or from one project to another in the interest of the organization. In case of refusal, such employee shall be subjected to disciplinary action.

Promotion

Promotion from one grade to another shall be considered on grounds of qualification, competence, responsible behavior and years of service. Promotion is not a matter of right. Even when a vacancy arises for higher post, the management is free to select a person from outside.

The employee who is promoted shall be appointed on probation for a period of six months. In case of satisfactory performance, s/he shall be confirmed to the new post; otherwise she/he shall be transferred or demoted.

Annual Increments

The annual increment in the time scale shall be payable after completion of one year of regular service. For this purpose the period of probation will be counted as service.

Increment shall be considered on the 1st of April every year, after appraising the performance of the employee.

Annual increments in the time scales are not automatic. It shall be paid on the basis of the performance of the previous year.

Additional increments may be paid in case of exceptionally good performance after the annual review.

Scale of Pay

The time scales of pay prescribed to different categories are to be decided by the Board of Trustees. Normally the Executive Committee shall revise it once in five years.

Allowance (DA, HRA, MA) for the regular employees shall be decided by the Executive Committee.

During probation, the probationary will receive only consolidated pay and she/he is not entitled any other allowance.

The employees on contract are paid only consolidated pay which includes the Employee Provident Fund.

Payment will be made by cheque on the last working day of every month.

French Benefits

All the regular staff and contract staff will be enrolled in the Employee Provident Fund. Each employee and the management will contribute to the EPF as per the requirement of the EPF.

Only those employees who completed five years of continuous service are eligible for gratuity.

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

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

Gratuity will be calculated at the rate of half month's salary last drawn for every year of service or part thereof in excess of six months.

For the purpose of gratuity, services will be reckoned from the date of joining the organization.

In case of emergency, the employees are eligible for salary advance, which should not exceed half of their pay and should be recovered while paying the monthly salary.

All the employees who have completed one year of service will be paid festival allowance once in a year. The Executive Committee depending on the resources available for that purpose will fix the amount.

Retirement

All the employees of the organization shall retire at the age of 58 years. Extension in service may be considered at the discretion of the management on a yearly basis. However no employee can remain in service beyond 63 years.

Cessation of Service

The management may terminate the services of any regular employee on administrative grounds in the interest of the organization by giving one month's notice or the equivalent of one month's salary in lieu of notice. However no such notice or payment in lieu thereof is necessary for termination of services out of grave misconduct.

The appointing authority may terminate the services of contract employees on time scales of pay as they are only temporary employees by giving 15 days notice or salary in lieu thereof during the period of contract if such a situation arises. However, no notice shall be necessary if the termination of service is under the agreement or contract of service which specifies the date for such termination.

Any employee found to be medically unfit for further service shall be liable to termination / discharge from service on receiving a certificate from a medical board constituted for this purpose by the management.

Resignation

An employee may tender his resignation from the service of the organization by giving a notice in writing as is stipulated above. The appointing authority on receipt of such notice may in its discretion accept the notice or resignation forthwith and pay such employee for the notice period. On the other hand such employee would be required to work during the entire period of notice.

The management reserves the right to refuse or to accept the resignation of an employee against whom disciplinary proceedings are pending or for breach of contract or whose services are liable to be terminated for breach of discipline.

Service Certificate

All the employees who were employed by the organization may be provided with a service certificate at the time of their leaving by the Director, should they request for the same.

5: OBLIGATIONS OF THE EMPLOYEES

Every employee of the organization shall at all times:

- Maintain absolute integrity
- Maintain devotion to duty
- Do nothing which is unbecoming of an employee of the organization
- Every staff at the supervisory cadre shall take all possible steps to ensure integrity and devotion of all the staff

Working Hours

The office shall function from Monday to Saturday, except on holidays from 9.30 a.m. to 5.30 p.m. with half an hour lunch break between 13.00 hrs to 13.30 hrs. Second Saturday shall be holiday.

Staff shall sign the attendance register on arrival at the office and at departure from the office on each working day. Any employee who fails to report or record as above is liable to be marked absent.

All employees should report for duty punctually at the stipulated time.

Habitual late attendance will be deemed to be a breach of discipline. Three late attendances in a month will render an employee liable to forfeit one day's casual leave or one day's salary in lieu thereof if s/he has no causal leave to his or her credit.

Those attending work outside the office will be governed by their advance tour programme and shall maintain a detailed diary of their activities in the Performa given to them.

Working hours will vary for programme or project work. Employees may be required to work for more hours, irregular hours, day or night periods if the exigencies or work so demand. The director shall give such instructions and they shall be complied with.

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

Other Obligations

Employment in the organization is exclusive in nature. Accordingly, no employee shall work for hire or reward whether for monetary gains, honorary or otherwise without the explicit written permission of the appointing authority

No regular employee shall apply to any outside institution, agency or employer for any job/post without the prior written permission of the appointing authority.

All information, data, documents and research materials collected by the employees while in the service in the organization shall be the exclusive property of the organization and no employee shall have any claim to any such property. Staff desirous of having these materials may get copies with prior approval of the Director.

Every employee shall take sufficient care of the property, materials, instruments, equipments, vehicles, machines, furniture, audio visual aids, cash etc. of the organization and shall take all precautions to safeguard them against accident, damage or loss.

Where damage or loss is attributable to negligence mishandling or misuse on the part of an employee, such an employee shall be liable for disciplinary action and or any other action as may be deemed fit by the management. Besides the management shall be entitled to recover the value of such breakage, damage or loss from the employee.

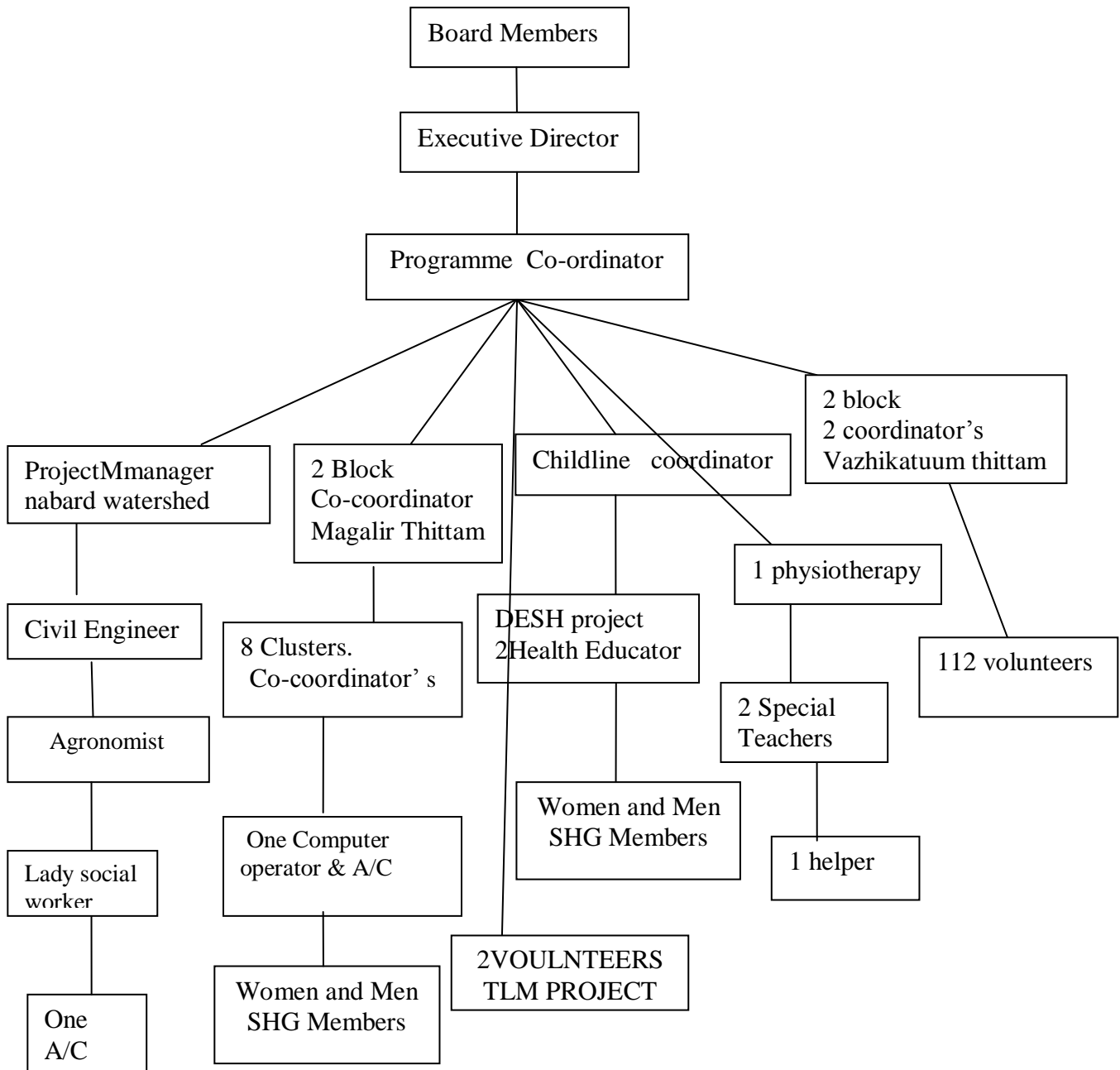
Employee should promptly report any occurrence of defect to the director.

PART – 6: ROLES AND RESPONSIBILITIES FO THE EMPLOYEES

The roles and responsibilities of each staff shall be given in writing along with the appointment order

Whenever the roles and responsibilities are revised due to promotion, transfer or restructuring of ornogram, the shift in roles and responsibilities shall be given in writing.

At present the following ornogram is followed.



PART – 7: PERFORMANCE APPRAISAL

Performance appraisal is a method of developing people by reviewing their past performance, identifying their training needs, providing opportunity for growth and improvement to meet the job standards with an ultimate objective of achieving better performance through people.

1. Appraisal shall be carried out once in six months.
2. Appraisal shall be done with predetermined standards.
3. On the basis of past performance, the strengths and weaknesses of the staff shall be assessed.
4. Give feedback to the staff on the performance.
5. Assess the factors which have affected the performance.
6. Find out the existing needs of the institution and the individual
7. Identify the training needs to develop an effective plan for staff growth.

Traits to be appraised

The following traits could be adopted according to the position of the staff

- ↗ Conceptual Skills
- ↗ Human Relation Skills
- ↗ Technical Skills
- ↗ Personal traits
- ↗ Achieved results
- ↗ Current performance
- ↗ Future potential

The conclusions of the appraisal shall be written on the appropriate form and individual shall have the opportunity to add written comments if they wish.

Appraisal shall form the base for annual increment, transfer or promotion.

PART – 8: LEAVE ENTITLEMENTS

Leave cannot be claimed as a matter of right and it is granted in accordance with the rules in force from time to time and exigencies of service. Leave should be applied for in writing and the employee shall avail it only if it is sanctioned by the competent authority.

The administration may refuse or revoke leave of any description depending on exigencies of work of the organization. Such refusal or revoking of leave shall be given in writing to the applicant.

Description of Leave

Casual Leave:

1. Every employee is eligible for casual leave to a maximum of twelve days per year
2. Un availed C.L. cannot be accumulated
3. Except in emergencies prior sanction has to be obtained for availing C.L.
4. In case of emergency, C.L. can be availed through a message but on return from leave, leave application should be given for sanction
5. A maximum of three days C.L. can be availed at a time and also only a maximum of three days C.L. shall be availed in one month
6. Sundays and holidays cannot be both prefixed and suffixed to C.L. They can either be prefixed or suffixed
7. Employees on contract for a period up to one year and probationary may avail one day casual leave only per month

Sick Leave

1. Regular employees are eligible for sick leave with full pay and allowance up to fifteen days in a year
2. Sick Leave can not be carried over and accumulated
3. Sick leave cannot be combined with casual leave and it is not also en cashable.
4. Sick leaves above three days should be supported with a certificate from a registered medical practitioner

Maternity Leave

1. Every female employee who has completed one year of regular service is eligible to maternity leave with full pay and allowance
2. Maternity leave is allowed for 90 days
3. Maternity leave shall not be sanctioned more than two times during the entire service of an employee

Extra ordinary Leave

1. Under extraordinary circumstances, the director may grant leave on loss of pay to an employee, up to a period of three months.
2. Any leave in excess of three months shall be sanctioned only by the Executive Committee on the recommendation of the director

Holidays

Every Sunday shall be holidays. Besides the Sundays, the Executive Committee shall fix twelve days as public holidays.

The leave and holidays are prescribed only to regain the energy and contribute effectively to the fulfillment of the goals of the organization. As such the leave and holidays are to be used prudently. Whenever there is an urgent work to be carried even during holidays, the employees should discharge such work willingly in the interest of the organization.

PART – 9: CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

No employee shall:

- ☉ Engage in any other work or business for himself or herself or any other person during working hours
- ☉ Leave the place of work without explicit permission from the superiors
- ☉ Interfere with other employees' work, disturb them or cause annoyance to them at work
- ☉ Indulge in quarrels, abuses, fight, violence or any other disorderly or indecent behavior within the premises of the organization
- ☉ Hold any meeting, strike or distribute handbills, notices, leaflets, booklets, pamphlets, posters, or make collection of any money within the premises of the organization without prior written permission from the management
- ☉ Tamper with the organization records or notices
- ☉ Disfigure or damage or written on walls and other organisation property
- ☉ Remove organization property from one place to another or outside the organization without authorization.

Misconduct

The term misconduct shall denote any offence or act of commission or omission on the part of an employee which falls within the general notation of the work misconduct as understood generally, and shall be deemed also to connote offences or acts of commission or omission under or against these rules or any other regulations and practices of the organization. Any violation of the rules and regulations of the organization is a misconduct, which needs to be corrected through disciplinary action by the management. Without prejudice to the foregoing and without being exhaustive, the minor and major acts of misconduct are listed below

Minor Misconduct

1. Late attendance or absence from duty without notice or permission or leave
2. Leaving the place of work during working hours without permission or absence without permission from the place of work
3. Smoking or eating in prohibited areas
4. Laziness, inefficiency or careless work
5. Obtaining leave or attempting to obtain leave on false pretences
6. Refusal to accept, receive or to take delivery of any notice, letter or communication from the management

7. Loitering and wasting time during working hours
8. Improper or discourteous behavior towards members of the public within the premises
9. Shouting, loud talking or making noise within the premises of the organization

Major Misconduct

The following acts of misconduct are illustrative and not exhaustive to be considered as major misconduct for which the employee will be liable for disciplinary action as per rules.

1. Willful insubordination or disobedience, whether alone or in combination with other, to any lawful and reasonable order of a superior.
2. Theft, fraud or dishonesty in connection with the organisation's work or property
3. Refusal to go on transfer or deputation
4. Willful damage to or loss of organisation's goods or property
5. Taking or giving bribes or any illegal gratification
6. Habitual absences without leave or absence without leave for more than three days
7. Habitual late attendance
8. Riotous or disorderly behavior during working hours at the organization
9. Habitual negligence or neglect or work
10. Striking work or inciting others to strike work
11. Any person convicted in any court of law for criminal offence
12. Any act subversive of discipline or good behavior on the premises of the organization
13. Furnishing false or incorrect information or withholding any relevant or pertinent information at the time of appointment or at any other time.
14. Communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized to communicate such document or information except in accordance with any general or specific order from the management in the performance of duties assigned to him.
15. Give to the press, radio, T.V. or any other general news media any comment, talk, news or articles regarding the organization without the prior written permission of the management.

Penalties

Depending on the severity of the misconduct one or more of the following penalties may be invoked on the concerned employee

- ④ Warning or censure
- ④ Fine
- ④ Suspension without pay & allowance for a maximum period of seven days
- ④ With holding of annual increment
- ④ Demotion
- ④ Dismissal

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the management the circumstance alleged against him or her. Accordingly a charge sheet will be issued calling for the explanation of the delinquent employee. In the event, the management is not satisfied with such an explanation, and action is contemplated, an enquiry officer will be appointed who will conduct domestic enquiry.

No punishment shall be made unless the employee concerned has been informed in writing of the alleged misconduct and given an opportunity to explain

No order of punishment shall be made except after holding an enquiry against the employee concerned in respect of the alleged misconduct.

Any employee aggrieved by the decision of the competent authority may appeal in writing to the Executive Committee within fifteen days of the date of the decision communicated to him/her.

Part 10: AMENDMENTS

These rules and regulations may be amended, altered or rescinded at any time by the Executive Committee and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued by the Director in this regard.

DISPLAY OF SERVICE RULES

Copies of these rules in English and in Tamil will be posted on the notice board/s and or in such other places in the organization as the management may decide for the general information of and compliance to all the employees. In the case of any discrepancy in the English and Tamil versions, these rules in English version shall be taken as correct.