

# **Human Resources Policy Manual**

**Developed in April 2023**

**For**

**Vimukthi Vidya Samsthe, Dhamma, NH-48, Davangere Road. MK Hatti post  
Chitradurga-577502, Karnataka, India**

## **Introduction**

This Human Resources Policy Manual aims to give employees Vimukthi Vidya Samsthe (Vimukthi) a clear communication of its policies and procedures concerning its Administrative systems and Human Resources guidelines. This manual was formulated to cover and shall be implemented to employees at all levels regardless of rank, level and status of employment, except for some policies with specifically stated coverage. Policies are needed to set standard guidelines for all employees to have a uniform understanding and harmony in the workplace. The organization believes that fair and just policies and implementation thereof are due to all employees regardless of rank, level and status of employment. As such, all employees and officers are called upon to practice fairness in all their official dealings and in carrying out their functions based on these policies and procedures.

## **Vimukthi Administrative Policies and Procedures**

### **Recruitment Procedure**

#### **Requisition for staff:**

- A written requisition for recruitment of staff is to be submitted to the Director/President in order to initiate the recruitment process.
- It should contain the job description / job profile of the proposed staff as far as possible.

- Clearly mention the competencies required with minimum academic qualification required for the post.
- If the post requires previous experience, this should be specifically stated for how many years and from what type of organisation.
- The requisition should also mention the name of the project where she/he will be absorbed and for what period.
- The amount of compensation (Salary/CTO) proposed as per the project.

### **Approval from Vimukthi President/Director**

On receipt of the above requisition, the Director begins the actual recruitment process.

### **Internal Search**

In some cases of recruitment for key positions of a new project, if the institute feels that the position should preferably be filled up from among the Vimukthi experienced personnel for the greater interest of the project, the institute may open the position to its existing employees through internal notice followed by the normal interview process. Criteria for selection will be decided on case to case basis.

### **External Search Through Public Notification**

A public notice will be served through any or all of the following methods.

- Advertisement in Newspaper.
- Vimukthi website / or development or non- profit websites.
- Serving 'Notice' in Vimukthi and unit office notice boards or.
- Referring to the institute data bank from job application file.

## **Short listing Of Candidates**

From among the applications received a list of candidates to be prepared for taking part in the recruitment process as per the published criteria through the followings:

- Call letters.
- Telephone calls.
- Walk in interview.
- Email.

## **Recruitment Process**

- The scrutiny of original testimonials in support of age, qualification and experience of candidates to be carried out.
- Candidates' registration sheet to be signed by each applicant.

The recruitment process may include all or any of following method.

- Written test.
- Computer test.
- Group discussion.
- Viva-voce interview

## **Issue Of Appointment Letter**

Based on the recommendation report, the Director/President will issue the offer letter for appointment letter followed by agreement and job description wherever necessary.

## **Joining and Orientation Of New Staff**

The selected candidate will join the service on the agreed day and will officially inform her/his joining by:

- A written 'joining letter' to the office.
- This will have to be accepted by the Director/President

- **Data Base to be maintained for all staff members.**
- **A personal record form will be prepared immediately.**
- **The new staff member will undergo an orientation session after joining the service.**

### **Salary Payment**

**The salary payment is made on or before 5<sup>th</sup> of every month.**

**Salary payment is made through crossed a/c payee cheque or Bank transfer. If anyone is unable to collect his/her salary on the payment date, then it might be collected on a mutually convenient date. Also any one may claim salary, on his/ her inability to collect the same, through a properly executed authorization letter.**

### **Leave**

**Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. Currently the following types of leave are available:**

**Casual Leave – This should not exceed more than two days in a row. At present that no. of casual leave in a year is 12 for all categories of staff. Non-availed casual leave of one year cannot be carried forward to the following year/s. Also, casual leave cannot be considered for encashment.**

**Sick Leave – Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. The no. allowed in a year is 7 for all categories of staff. This is also not encashable.**

### **Maternity leave**

**Female employees are given maternity leave up to 3 months with 100% salary, 50 salaries from 4<sup>th</sup> to 6<sup>th</sup> month and without salary for 7<sup>th</sup> to 9<sup>th</sup> month**

## **Office Loan**

To meet emergency requirements, staff members are allowed to take office loan. All such loan requests specifying the reason for taking such loan has to be made through written application to the administrative head / unit head in case of unit. Such loan applications can be made after at least one month's service has been put in. The loan is permissible to an extent 50 % of Actual salary and adjustable over a maximum equated monthly 10 installments

## **Increment Of Salary**

This is generally as per terms of contract of each employee and normally increment is considered after the completion of each year/contract. In case of contract employee, fresh contract is made with/without increment. In case of regular employee, increment / no increment is considered after the end of each completed year of service. Increments are considered based on the recommendations of the concerned departmental heads, evaluation of performance, contribution to the organization and availability of funds as Vimukthi is purely donor driven institute.

## **Travel Policy**

- Up to AC 2 tier for all categories below Assistant Director (air to be considered for exceptional cases as decided by any official at least in the level of Project Director).
- For Project Director and above-- Air fare.

## **Other Entitlements**

- For Project Director and above, The institute will provide Mobile phone set and pay / reimburse the monthly mobile bills, based on the availability of grants.

## **Boarding, Lodging, Travelling And Incidental Expenses**

While on tours, the employees are entitled to boarding, lodging and incidental expenses. These are as per grants/project description.

*For all cases noted below, Actual bills are to be furnished for accommodation while no bills are required for food.*

**Re imbursement of traveling expenses.**

Anyone going for any official duty will be reimbursed the traveling expenses. Similarly, anyone traveling from one office/site to another will also be reimbursed the traveling expenses. Generally, no categories of employees are allowed traveling allowances or reimbursements for going to their usual place of duty from residence or from their usual place of duty back to residence.

## **Institute Policy On Important Issues**

The Vimukthi Governing Body, as per its resolution taken on 25th July 2005, adopted the Child Protection Policy. It was further decided that a three member committee will closely monitor the proper application of the said CPP in Vimukthi as a whole. It was also decided that the same committee will also address the following issues in respect of Vimukthi:

**Sexual harassment at work place.**

**Gender Policy**

**Financial policy**

**In addition new policies will be enforced from time to time.**

**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 notion of the work "misconduct" as generally understood, and shall be deemed also to cannot offences of acts of commission or omission under or against these

**personnel policies and service rules or any other regulations and/or practices of the organization.**

**Without prejudice to the foregoing and without being extensive, the minor and major acts or misconducts are listed below:**

#### **Minor misconduct**

- **Discourtesy of colleagues, visitors, superiors or subordinates.**
- **Refusal to cooperate with colleagues or to carryout legitimate orders.**
- **Laziness, inefficiency or carelessness at work.**
- **Quarreling within the premises.**
- **Loitering and committing nuisance within the premises.**
- **Obtaining leave or attempting to obtain leave on false pretences.**
- **Absence without leave from the appointed place of work while on duty.**
- **Habitual late attendance.**

#### **Penalty for minor misconduct**

- **Warning of censure.**
- **Fine not exceeding two days pay.**
- **Suspension without pay and allowances for up to four days.**

**Note: Not withstanding what is stated here for, any act of commission or omission will be deemed to be a major misconduct if the consequences of such an act are of a serious nature.**

#### **Major misconduct**

- **Willful insubordination or disobedience of formal orders, whether alone or in conjunction with others.**
- **Striking work or inviting other employees to strike work.**
- **Theft, fraud or dishonesty in connection with association's business or property.**

- **Inviting others to strike work in contravention of any central or state legislation.**
- **Demanding or accepting bribes or any illegal gratification whatsoever.**
- **Habitual breach of any standing orders or of these personnel policies.**
- **Cross negligence or neglect or work.**
- **Willful breakage of or damage to the properties of the Association.**
- **Threatening or intimidating any person within the premises or using force or violence in any form.**
- **Malingering or deliberate delay in performance of duty or carrying out of legitimate orders.**
- **Holding meetings inside the premises of the association without prior.**
- **Gambling within the premises.**
- **Tampering with records, attendance register or any other books of file as of the association.**
- **Disclosing confidential information about the organization to any person not authorized to receive such information.**
- **Any act of immortality within the premises.**
- **Promotion of disaffection among the employees.**
- **Any act detriment to good public relations.**
- **Any act subversive of discipline within the organization.**
- **Drunkenness or riotous or disorderly behavior during working hours in the premises of the association.**
- **Refusal to carryout order of transfer.**
- **Engagement in any political activities while on service.**
- **Sleeping while on duty.**
- **Distribution or exhibiting within the premises handbills, pamphlets or paper without permission.**
- **Unauthorized use or occupation of the premises or quarters of Vimukthi and refusal to vacate them when called upon to do so by the Secretary of the organization, or any person authorized by the Secretary of the organization.**

- Giving false information regarding name, age, qualification, ability and previous experiences at the time of employment or later.
- Accepting employment under any other employer without prior written permission from the Secretary of RAHAT.
- Commission of offence punishable under Indian Penal Code whether the offences are committed inside or outside the organizational premises or conviction by a court of law for offences under the Indian Penal Code.
- Refusal to accept and acknowledge any communication when served by the Secretary or by person authorized by the Secretary.

#### **Penalties for major misconduct**

- Suspension without pay and allowances for a period up to 10 days.
- Stoppage of one or more increments.
- Demotion.
- Discharge.
- Dismissal.

#### **Procedure For Disciplinary Action**

No order of punishment shall be made without the employee being given an opportunity to explain to the satisfaction of the management the circumstances alleged against him through an oral or recorded inquiry.

In the case of minor misconduct, if an order of suspension is rescinded, the employee shall be deemed to be on duty during the period of suspension is rescinded, the employee shall be deemed to be on duty during the period of suspension and will be entitled to the same remuneration as he would have received if he had not been suspended.

There shall be a recorded inquiry, in the case of a major misconduct, the employee shall be issued a charge sheet (or show cause notice), clearly setting forth the charge alleged against him. The appointing authority shall sign charge sheet.

**If the concerned employee does not admit the charges or if his explanation is not satisfactory, the management may arrange to hold a recorded inquiry in accordance with the principles of natural justice.**

**The management may appoint an inquiry officer either from among the staff or from outside to conduct the inquiry.**

**The employee concerned shall present himself at the time and place set for the enquiry. If the employee concerned fails to appear at the inquiry for reasons, which the inquiry officer consider unsatisfactory, the inquiry shall be preceded with ex-part in his absence.**

**The employee subjected to inquiry shall be permitted to be assisted by a co-employee, no outsider shall be permitted to assist him in the enquiry. The employee or his representative shall be permitted to cross examine any witnesses deposing in support of the charges, and he shall also be permitted to produce witnesses and documents in his/her defense.**

**The statements of all the witnesses on either side or the employee's pleas made at the inquiry shall be recorded.**

**The inquiry officer shall record his findings as to whether all or any of the charges leveled against the employee are established.**

**If charges are proved in the inquiry, the management shall take into account the gravity of the misconduct, the previous record of the employee and any other extenuating or aggravating circumstances that may exist. The nature of punishment shall be at the discretion of the management.**

**The order passed by the management shall be communication in writing to the employee concerned.**

If an employee is suspended pending investigation inquiry trial or during the tendency of any legal proceedings against him, he shall be paid a subsistence allowance to be decided by the management, which cannot be less than the 50% of his/her wages. If, however, the suspensions awarded as a punishment for misconduct as established by an enquiry, the suspension shall be without pay and allowances.

### **Redress of Grievances**

If any member of staff has a complaint or grievances arising out of employment may submit it to his immediate superior who will deal with it as expeditiously as possible. He will either intimate his/her decision to the employee concerned or if the case so warrants refer the case to the Secretary. If the employee is not satisfied with the decision of or the action taken by the immediate superior, he may submit the matter in writing to the Secretary who shall examine the matter expeditiously and intimate his decision to the employee or staff member or refer the matter to the Managing Committee of Vimukthi, if the case so warrants. If the employee/staff member is not satisfied with the decision of the Secretary, he may advance the grievance to the President of Vimukthi, who will examine it and put it up before the Managing Committee's meeting for a decision. This decision shall be final provided however any grievance relating to the termination of services may be appealed to the President of the Association through the Secretary.

### **Amendments and Interpretations**

- The Managing Committee of the Vimukthi has the sole authority to amend, modify or in any other way to alter these rules from time to time.
- The Director of Vimukthi reserves the right to amend modifies or supercedes any of the rules contained herein and to issue such orders or instructions as may be considered expedient and appropriate in specific cases.

- Each employee will be provided with a copy of the service rules/personnel policies and with any amendment or modifications there to and of any order or instructions, which may be issued from time to time.
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- In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the Secretary shall prevail subject to the final decision of the Managing Committee.

### **Responsibility Of The Management**

The Secretary or in his/her absence, the Programme Coordinator or any senior level programme staff shall be responsible for the faithful observance of these service rules and will carry out the activities of Vimukthi.

### **Supervisory Responsibilities**

Overseas all units/departments/projects/programs in Vimukthi head office. Directly supervises all Asst. Directors, team leaders, and other staff concerned.

Following records/slips/forms will be maintained :

- Vehicle movement slip
- Performance evaluation form
- Tour information form
- TA / DA claim form
- Personal record form
- Leave application form
- Prior permission for compensatory leave form

### **Registers Maintained**

- Attendance register

- **Salary register**
- **Employee Personal file at HO**
- **Category wise General Personnel file at HO**
- **Category wise Personnel file at Unit offices.**

**This policy document was presented to the Governing body of the society on 09.07.2023 and it was approved.**

**Mrs. Annapoorna**

**President**