

HUMAN RESOURCES MANUAL

[Policy And Procedure]



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PREAMBLE

Recognising that development can be brought through self help initiative and only where there is equal opportunity for every member of the society to develop his/her potential fully, social justice and equality in access to and control over resources, equal opportunity to participate in any social process and decision making bodies,

Accepting that the greatest challenges of our times is to facilitate the process of empowering to make them participate and decide their own development which is sustainable,

With abiding belief and confidence in people's potential and participatory action to find solutions to problems and to better their lives through self help, cooperative activities, sustained and deliberate effort under their own leadership,

The founding members have resolved this day together to undertake to serve this common purpose of these beliefs and conviction and with this intent to form a society of Participatory Action for Sustainable Development Organisation (PASDO) and hereby declare themselves under this Memorandum of Association and give themselves the rules framed there under:

Brief Introduction About PASDO:

Participatory Action for Sustainable Development Organisation (PASDO) is a Voluntary, Non-Profitmaking Organisation registered under Societies Registration Act (1989) Manipur in the year 1997 and under FCRA (1976) in 2003. With a strong belief in the power of the People's Participatory Action, PASDO was formed by committed social activists, experienced community leaders and grassroots workers to facilitate and support participatory actions for sustainable development. It is an offshoot of analysis of experiences of the members with the existing development approaches and process which have rather made people dependent and powerless. PASDO was formed to respond to this issue and is the initiative and effort to facilitate empowering community development process.

Vision:

PASDO's vision is "A self sustained, empowered, humane and peaceful society."

Mission:

PASDO's mission is to support and strengthen people's action for achieving sustainable development through awareness campaign, workshop, training & exposure, networking & advocacy and supporting implementation of related project.

Aims and Objectives of the Organisation:

Long Term Objectives :

- To support, capacitate and facilitate local people to enhance human resources and leadership for community survival and sustainable development initiatives and actions.
- To strengthen and empower women for effective participation in decision making processes.
- To mobilize and support people's action for sustainable livelihood, sustainable Resource management and just social structure which is free from domination, exploitation, corruption, violence, fear etc.
- To mobilize community action for child rights, human rights and peace
- To organize and network with women groups for their overall empowerment

- To organize & promote different centres and services related to women and children, people living with HIV/AIDS etc. for protection and promotion of their rights.
- To promote and establish Demonstration Centre on Appropriate Rural Technologies etc.
- To organise Vocational Training/ Entrepreneurship Development Training and support projects in improved and appropriate technologies for increasing local productivity and sustainable livelihood.
- To collaborate / network with Non-Government Organisations Government Agencies and Community Based Organisations in genuine development initiatives and activities for good governance, peace and sustainability in the region
- To promote local actions on biodiversity conservation and sustainable natural resource management.
- To promote health of the community through programme on empowerment and services of persons with health related issues.

Short Term Objectives :

- Empowering Women through capacity building and skill development training for ensuring food and livelihood security and self-sustained economy.
- Communitization of Education for ensuring children's right to free, compulsory ,quality education
- Strengthening community's action for promotion and protection of child/human rights and peace education in the community
- Promoting community based intervention for prevention of HIV/AIDS,STI transmission and for empowerment of people living with HIV/AIDS.
- Strengthening community's action on Bio-diversity conservation, natural resource management and sustainable environment.
- Networking and advocacy

Area of Operation;

The area of operation of the society will be Ukhrul District of Manipur at the initial stage and the society may have activities extended throughout Manipur and in all the states of Indian Union.

Overview & Purpose:

This document has been developed to communicate and manage Policies and Procedures related to Human Resources that come under the purview of PASDO for the operation of different Programmes/Projects through its office at Ukhrul and other Sub-centres.

PASDO's main management and administrative activities centre around the Registered Main Office at Ukhrul. While the operations of PASDO broadly follow the procedures and policies of the present Manual, it is designed to meet the special needs of the Project which is of collaborative in nature and is requiring very high degree of professional inputs during the life of the Project.

This manual is an internal document to be used only by Project Personnel. The manual should be used to inform staff, existing and new, of the HR policies and procedures that apply to them.

PASDO recognizes its policies and procedures need to ensure that the highest standards possible are maintained in protecting personnel and Project Assets. However

given the small size of the operations it also recognizes that it will not be able to anticipate and set procedures for all circumstances.

The purpose of establishing policies and procedures for PASDO's Human Resource is as follows:

- To ensure that the best possible controls and procedures of the project are in place whilst at the same time the Project is properly supported in order to achieve overall Project Objectives;
- To have consistency with the systems and procedures laid down by the State and Central Government for NPOs and Voluntary Agencies;
- Effective and efficient management of Project Human Resource;
- Minimise risk of fraudulent and other criminal behaviour in PASDO ;

Review and Maintenance

The point person for Review and Maintenance of this Manual is the Project Director of PASDO who will draw upon other resources within the Project as required. The Project Director will rely heavily on the Administration and Program Staff for implementation of policies and procedures and monitoring of security and other environmental conditions relevant to the Project.

Authority

The manual is approved by the Executive Committee and deviations in operations from the manual can not be made without the expressed approval of the Executive Committee of PASDO . The policies and rules stated in this document must be followed by all PASDO staff and where applicable consultants and visitors of the Project.

Version Control

Each version of this document will be maintained and identified using the version control convention of 1.0. Major changes will cause an increment of first digit with minor changes only increasing the second digit.

Desired results

Activities of the Project are undertaken in accordance with policies and procedures as set out in this document.

Persons Affected

All persons and all locations involved in the activities of PASDO : Project Staff, Consultants, Project Visitors

The manual will be used at all Project Offices and be considered for all activities undertaken.

Policy Compliance

All Project Staff and all Project Activities must comply with the policies and procedures provided in this document.

Other PASDO Policy Documents

Together with this manual, the operations of the Project will be guided by the following Policies & Procedures Manual developed specifically for PASDO :

- Financial Manual (Policy and Procedure)
 - Operational Manual (Policy and Procedures)
- We serve people and communities regardless of race, caste, creed or religion with a geographical focus of Manipur state.
We do this in the name and spirit of Jesus Christ so as to manifest Him through word and deed.

Core Values

1. We strive to be transformed people.
2. Our model is servant hood leadership
3. We value team work
4. We exist for others especially the poor and marginalized
5. We strive for the highest possible quality in all our services
6. We respect the potentiality of people and we work with them to transform their situation.
7. We recognize that participatory, transparent and accountable system is an essential element of empowerment of any organization/society.

1.0 Scope and Purpose

This policy shall apply to all staff employed in the various units of PASDO. Its purpose is to safeguard the interests of the staff as employees, and the Organisation as employer in order to achieve the objectives of the project.

2.0 Definition of Terms Appointing Authority

The appointing authority of the staff shall be the Project Director for the Executive Committee of PASDO

3.0 Employment

3.1 By Regular Employment:

- **Probation:**
A person employed to a contract post shall be on probation for a specified period, usually 2-6 months or, as mentioned in the appointment letter. The period of probation may be extended or curtailed in individual cases, on the merits of each case by the appointing authority.
- **Temporary:**
An employee who is appointed for a limited period of time for a work which is essentially temporary in nature, or one who is employed temporarily as an additional staff in connection with temporary increase in work. His employment shall cease with the period of appointment.
- **Contracted:**
An employee who is employed for a fixed period of time on contract on renewable basis subject to performance and approval of the appointing authority
- **Seconded:**
An employee who is deputed, for fixed period of time, on request by appointing authority from another project of PASDO or a sister organization.

3.2 By specific, need based employment

▪ Casual/ Daily

A worker who is engaged for work which is essentially occasional or casual in nature and is not eligible for benefits granted to the regular staff. Payment is on daily wage basis/ per working day basis.

▪ Part Time

A worker who regularly puts in an agreed number of hours of work per day or week in a unit, on a mutually convenient schedule and is paid on weekly/monthly basis

▪ Voluntary

An employee who renders free service in a voluntary capacity and who may be paid an honorarium

▪ Trainee

An employee who is a learner or is gaining experience, who may or may not be paid a stipend during the training period.

4.0 Eligibility for Employment

- Relevant qualification to the post sought
- Relevant experience to the post sought
- A person of good report and moral character
- A person with conviction to serve the community

4.1 Appointments

4.2 Applications

- All applications shall be made in writing. This is to be accompanied with relevant certificates, a photo and references.
- Application for all posts shall be addressed to the Project Director, PASDO.
- All applicants shall be subject to interviews and recruitment process

4.3 Finalization of appointments

- Applicants for the post of any Project staff shall be interviewed and selected by the Personnel Committee and approved by the Executive Committee.
- Applicants thus selected may go through a probation period of generally 2-6 months. This may be extended for a period not exceeding 12 months.
- Renewal of contract will be made on the basis of the reports of staff's Performance Appraisal which will be conducted at 6 to 12 months' interval.

4.4. Appointment Letter

- All selected candidates shall be given a letter of appointment. This will state the position to which appointed, salary scales, tenure of appointment, duties and responsibilities and any other terms. Seconded Staff may not need to be given an appointment letter. They will be given a position description at the time they join.
- On the receipt of the appointment letter, all employees will be required to return to the Project Director one copy of the 'Terms and Conditions of Employment' duly signed, and the appointment agreement signed by self and witnesses.
- The appointment letter for all posts shall be signed by the Project Director.
- All employees should have access to the PASDO HR manual and read it and familiarize themselves with the rules and regulations of the society. The declaration form should be signed, detached and returned to the Project Director.

4.5. Conditions of Service

- Each employee shall work at least seven hours a day, for five days in a week from Monday to Friday. Second Saturday will be called as General Holiday Where as the rest Saturdays will be half holiday .
- However, if in the interest of the Project and the nature of its work it shall become necessary for a member of staff to remain a longer time on duty, he/she is expected to do so willingly. Working hours may vary in different units/seasons.
- All employees of PASDO can be transferred according to the requirements of the organization to any project site. Employees have to be prepared to move to their place of transfer within the stipulated time.

5.0 Notice (Termination / Resignation)

- All employees shall be bound by the following notice period for resignation or termination.

✚ Probationary	2 weeks
✚ Contract	1 month
✚ Seconded	2 months
✚ Temporary	24 hours
✚ Casual	24 hours
✚ Part time	24 hours
- In lieu of notice period for resignation or the termination, a compensatory sum equivalent to the salary of the staff for the period of notice shall be payable either by the employer or the employee as the case may be.
- An employee dismissed for misconduct shall not be eligible for any notice or current pay in lieu thereof.

6.0 Code of Conduct

6.1 Expectations from all staff

- Loyalty – Loyalty and commitment to PASDO, its goals and objectives, initiative in promoting the work of the project, willingness to work extra hours in times of urgency, giving top priority to one's responsibilities
- Skills and Abilities – Job knowledge for routine work, capacity and personal initiative to learn additional skills, adequate knowledge and skill for assigned job.
- Good relationships – Satisfactory interpersonal relationships with colleagues and seniors; capacity and willingness for team spirit and team work; concern for the co – worker
- Discipline – Reliability in words and in carrying out responsibilities, punctuality in attendance; getting prior approval in writing before taking leave or absenting from work, respecting and maintaining office decorum.
- Confidentiality – Keeping confidential all Project related matters; budgets, salaries, decisions by Management and other sensitive issues.

6.2 Misconduct :

The following acts and omissions on the part of the employee shall amount to misconduct.

- Wilful insubordination or disobedience of any lawful and reasonable order of the superior
- Without leave or habitual overstay of leave without any grounds or satisfactory explanation
- Theft, fraud or dishonesty in connection with the employer's property, money and assets.
- Habitual late & irregular attendance

- Habitual neglect of work
- Wilful damage to the property of employer
- Disclosing of confidential information to unauthorized persons.
- Acts of immorality, drinking and gambling
- Quarrelling with other employees during the working hours
- Threatening telephone calls, defamatory statements – oral or printed/ hand written or using abusive language and going on hunger strike in front of office or any place against the management.
- Any act subversive of discipline or employer – employee relationship

6.3 Penalty for Misconduct.

- Warning Letter
- Fine
- Stoppage of Increment
- Discharge/ Termination
- Dismissal Notice

The employee shall be given a reasonable opportunity to make representation and opportunity of being heard.

7.0 Disciplinary Procedures

7.1 Discipline and Appeal

- Every employee shall be subjected to the discipline of PASDO and abide by the rules and regulations of PASDO and subject to the standing orders and office orders issued by the Project Director or Executive Secretary from time to time.
- Disciplinary Authority: The appointing authority is competent to deal with all disciplinary matters.

7.2 Redress of Grievances

- Any staff member having a complaint / grievance arising out of employment may submit the complaint to the Project Director in first instance 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, or the action taken by the Project Director she/he may refer the matter in writing to the President who shall examine the matter expeditiously and intimate his decision to the staff. This decision shall be final.
- However, no grievances can be considered arising out of termination after the disciplinary procedure.

7.3 Disciplinary Procedures

- Upon finding that an Employee by PASDO his/her behaviour, conduct etc., comes under code of misconduct, shall be subjected to the following disciplinary procedure.
- Where a disciplinary proceeding against an employee is contemplated or is pending, or where criminal proceeding against him in respect of any offence are under investigation or trial, and the employer is satisfied that it is necessary or desirable to place the employee under suspension, she/he may, by order in writing suspend him/her with effect from such date as may be specified in the order. A statement setting out in detail the reason for such suspension shall be supplied to the employee within a week from the date of suspension.
- An employee who is placed under suspension shall be paid subsistence allowance at the rate of fifty percent of his salary which he was entitled to, from the date of such suspension for the first ninety days of suspension and at the rate of 75% of his/ her salary for the remaining period of suspension if the delay in the completion of

disciplinary proceedings against such employee is not directly attributable to the conduct of such employee.

- In the inquiry, the employee shall be entitled to appear in person or be represented by a colleague of his/ her employment with the employer
- The proceedings of the inquiry shall be recorded in English or in the language of the State, where the unit of the employer in which such employee for the time being is working, is located, whichever is preferred by the employee.
- The proceeding of the inquiry shall ordinarily be completed within a period of three months, provided that period of three months may, for reasons to be recorded in writing, be extended by such further period as may be deemed necessary by the inquiry officer.
- If on the conclusion of the inquiry or, as the case maybe, of the criminal proceedings, the employee has been found guilty of the charges framed against him/ her and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the employer shall pass an order accordingly.
- Provided that when an order of dismissal is passed under this clause, the employee shall be deemed to have been absent from duty during the period of suspension and shall be not entitled to any remuneration of such period, and the subsistence allowance already paid to him shall be recovered: Provided also that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he/she would received if s/he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period:
- If on the conclusion of the inquiry, or as the case maybe, of the criminal proceedings, the employee has been found to be not guilty of any of the charges framed against him/her, s/he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as s/he would have received if he/she had not been placed under suspension after deducting the subsistence allowance paid to him/her for such period.
- The payment subsistence allowance under this rule shall be subject to the employee concerned not taking up any employment during the period of suspension.
- In rewarding punishment under this rule, the authority imposing the punishment shall take into the account the gravity of the misconduct, the previous record, if any, of the employee and other extenuating or aggravating circumstances that may exist. A copy of the order passed by the authority imposing the punishment shall be supplied to the employee concerned.
- An employee aggrieved by the order imposing punishment may within twenty one days from the date of the receipt of the order, appeal to the appellate authority.
- The employer shall, for the purpose of the clause specify the appellate authority.
- The appellate authority after giving an opportunity to the employee of being heard shall pass such order as he thinks proper in appeal within fifteen days of its receipt and communicate the same to the employee in writing.

8.0 Leave Rules

8.1 General Leave rules

- Leave cannot be claimed as a matter of right. Discretion is reserved by the authority to grant leave, to refuse or revoke leave at any time according to the exigencies of service. Accounting of leave is from April to March, it being the financial year of the project/organisation.

- Temporary workers are not entitled to any leave with pay. Only weekly off days and specified holidays with pay are allowed to them. Casual workers are paid only for the days they work.
- No employee while on leave shall undertake any service or accept employment for financial consideration.
- Leave status record register shall be maintained for all employees.
- All applications for leave must be made in writing on the prescribed form, filling in the current status of leave, complete in all respects and submitted to the reporting authority for approval prior to forwarding the same to Office Assistant/Support Staff for record.
- On return from long leave, employee should intimate the reporting authority immediately.
- All leave shall be calculated within the financial year.
- Leave can be prefixed or suffixed to holidays or Saturdays/Sundays.

8.2. Casual Leave (CL)

Casual leave will be taken for emergency requirements only. All seconded/contracted staff can avail 12 days of casual leave in a year. For employees joining mid year, a proportionate number of CL will be granted till that financial year ends.

- Casual leave cannot be taken for more than 3 days at a time
- Casual leave cannot be clubbed with any other leave
- Casual leave cannot be encashed
- Casual leave cannot be accumulated.

8.3. Sick (Medical) Leave (SL):

Sick Leave can be taken for personal sickness. All contractual/ seconded staff can avail 20 days of sick leave for personal sickness in a year. For employees joining mid year, a proportionate number of SL will be granted till that financial year ends.

- All sick leave applications exceeding 3 days should be supported by medical certificate of a registered practitioner.

8.4. Maternity Leave (ML)

- Female, contractual/seconded employees, shall be eligible for maternity leave
- Maternity leave shall be granted for 90 (ninety) days.
- Abortion or miscarriage will not be covered under maternity leave, but can be covered under sick leave.

8.5. Paternity Leave (PL)

- Male contractual/seconded employees shall be eligible for paternity leave.
- Paternity leave shall be granted for 10 working days
- Abortion or miscarriage shall not be covered by the paternity leave

8.6. Other Leave:

Any leave on terms other than those specified in the above mentioned clauses shall require special sanction of the appointing authority.

8.7. Extension of Leave:

If any employee, after proceeding on leave requires an extension of leave he/she shall have to make an application at least five days in advance by telephone, registered post, telegram, or email to the employer

8.8. Leave without Pay:

Employees, who stay away from work without sanctioned leave or extension of leave, will, without prejudice to disciplinary action that may be taken against them, be marked absent and their pay and allowances will be deducted for the period of absence.

8.9. Absence without Leave:

- An employee remaining beyond the period of leave originally granted or subsequently extended shall be liable to lose his/her right to his/her appointment unless he/she returns within ten days of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting leave, his/her inability to resume duty immediately on the expiry of leave granted. No second extension can be granted.
- An employee not reporting in person within 10 days of the expiry of his/her leave may also be subject to disciplinary procedure as contained in these rules.

8.10. Loss of Pay:

If an employee has taken leave beyond his eligibility, he/she will incur loss of pay, and his/her salary will be deducted in the following month. Approval by the Project Director is mandatory for any deduction of salary. Taking leave without pay will affect the performance appraisal and increment/bonus accordingly.

8.11. Late Attendance to be adjusted with Casual Leave :

If an employee is coming late for more than half an hour for three days in a month, it will be accounted as one day absent and this will be deducted from casual leave provision. Repetition of the act will attract disciplinary action and affect in performance appraisal of the employee.

9.0. Punctuality:

All employees are required to be at work punctually at the time fixed and notified. All employees should sign immediately in the attendance register on reporting for duty.

Summer	- 10: 00 AM	to	5.00 PM
Winter	- 10: 00 AM	to	4-00 PM
Saturdays	- 10.00 AM	to	1.30 PM

10.0 Holidays

The following public holidays shall be observed by PASDO

- Republic day – 26th January
 - Independence day – 15th August
 - Gandhi Jayanti – 2nd October
- Other State and National general holidays shall be adjusted with the local festival holidays like Luingaini, Good Friday, Christmas, New Year etc.

11.0 Salary scales and Allowances:

- Salary will be paid normally at the end of each month to each contractual staff.
- Seconded staff will be paid their salary by their parent organization as per the organization's employment policy. They, however, can have some of their expenses reimbursed by PASDO, the nature and upper limit of which will be negotiated and given in writing by PASDO at the time of staff joining duty.

- Statutory deductions will be made for Income tax and Professional tax where ever applicable.
- Salaries will be directly deposited into staff bank account or paid through Cheque or cash or draft whichever is practicable.
- Salary will be periodically reviewed and changes will be made based on financial position of the organization and performance assessment.
- New staff will be hired either at minimum level or higher level based on their experience, commitment and qualifications.
- Salary Scale and Allowances will be applicable as approved from time to time by the Executive Committee of PASDO.

12.0 Gift/bonus/festival gift:

This will be decided by Appointing Authority every year. This is not a matter of Right for Staff.

13.0 Performance Appraisal

- PASDO will conduct an annual formal written appraisal of all staff every year. This is to allow the concerned staff to discuss his/her job performance with her/his supervisors and to set goals for personal development for the next year
- All reviews of performance appraisals will be based on Job descriptions of the concerned staff. Job descriptions also will be discussed and reviewed from time to time
- Past work performance will be discussed together with the setting up of objectives for the next year

14.0 Promotion

The Project is under no obligation to promote anyone from one post to another. Only when a higher post falls vacant and the appointing authority decides to fill the post, the appointing authority may consider all eligible candidates within the existing staff. The promotion of staff from lower post to a higher post or from a lower grade to a higher grade shall be at the discretion of the appointing authority and will be determined on the basis of seniority, merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, and the individual's suitability for the job. This however, does not restrict the appointing authority's right to fill the post by an external applicant.

All staff shall go through annual performance appraisal.

15.0 Termination of Service

- In the event of reorganizing, shifting or closing down of the office or programs/project of PASDO, the Appointing Authority reserves the right to terminate the services of all its employees by giving 3 months' notice in writing.
- Any confirmed employee may terminate his/her employment by giving notice as per criteria set in Section 6.

16.0 Provident Fund

Employees will be eligible to the Provident Fund Scheme/staff welfare scheme as per the Government Acts.

17.0 Loans,

No loans are granted by PASDO.

18.0 Salary Advance

Salary advance can be availed (on need base) up to 50% of the gross salary which shall be adjusted in the current month salary payable. All such request to be made in writing before 10th day of the current month to the Project Director.

19.0.Rules on Travel, D.A. and Accommodation: (Refer to Finance Manuals).

20.0 Removal of Doubts

Where a doubt arises as to the interpretation of any of the provision of these rules, the matter shall be referred to the Executive Committee whose decision shall be final.

21.0.Exceptions

Anything not specially mentioned in these rules shall be decided by the Executive Committee and such decision shall be binding on all employees.

22.0 Amendments

The Executive Committee shall have the right to amend, alter, add to or delete from these rules from time to time, and such alterations shall be binding on the entire staff body from the date of informing them by letter

Note:

Any other rules pertaining to the internal functioning of the organization shall be issued as Inter Office Communication to staff from time to time.

Annexures

1. Staff Categories
2. Terms and Conditions of Employment For Staff On Contract

Sd/-
Gajendra Prasad Mohanty
Project Director
PASDO,Ukhrul

Sd/-
Thotchuila Hongray
Executive Secretary
PASDO,Ukhrul.

Annexure 1.
Staff Categories

Grades	Designations
Grade I	Project Director / Executive Secretary
Grade II A	Project Coordinators/Project Managers /S.O Senior Accountant /Assistant Coordinators/
Grade II B	Accountant /ORW/ Community Cluster Coordinators/ Nurse
Grade III	Driver
Grade IV	Helper Volunteers

Annexure 2

Terms and Conditions of Employment for Staff On Contract

1. Your contractual appointment as _____ (Designation) _____ (Location) will be for a period of _____ year with effect from _____ (Date).
2. The appointment is on a contractual basis for a period of _____ Year/s. Your basic Salary shall be _____/- per month. Your gross emoluments will be Rs. _____/- per month. On acceptance of the appointment you shall abide by the terms and conditions, rules and regulations that are in force and as may be communicated to you from time to time.
3. Your Contract is liable to be terminated if you absent yourself without sanction of leave, overstaying of sanctioned leave without permission, abdication of duty, refusing to undertake assignment allotted to you in any part of the country. The termination can be with one- month notice on either side.
4. You shall be expected to undertake assignments given to you in any part of India and shall be prepared to travel in the most economical class or work extra hours without claiming overtime allowance. Being a voluntary organization your language and mode of behaviour should always be in line with the principles and directions of PASDO and what it stands for. You should maintain the office decorum.
5. You should generally feel committed to serving PASDO , during your period of appointment but in the event of dissatisfaction on either side, your services may be terminated with one month's notice.
6. You shall be prepared to undertake any additional work that may be assigned to you from time to time through _____ (Senior) _____ (Designation of senior) or such other person authorized by PASDO administration.
7. You will be governed by the PASDO Employment Policy and any changes incorporated in it at a later date
8. The job is transferable according to the requirements of the organization, and you are liable for such transfers anywhere in PASDO's project area.

I, (_____) agree to the above terms and shall abide by the same.

(_____)
Signature