

RIDDHI FOUNDATION

Handbook of Rules and Procedures

These rules are subject to changes from time to time by the governing body

HUMAN RESOURCES OF RIDDHI FOUNDATION

Riddhi Foundation will be headed by the President. The Governing Body will select the President and decide on the compensation of the President. The President will be assisted by different categories of staff for accomplishing the objectives of the organization. It will have regular staffs as well as honorary staffs and Consultants.

STAFF CATEGORIES AND DESIGNATIONS

The staff at Riddhi Foundation will fall under four broad categories:-

- A. Programme Management, ICT, M&E & Research Staff: Programme Manager, Manager M&E, Research Fellow, Manager GIS, Manager ICT
- B. Administration & Accounts Staff: Secretary, Accounts Executive/Officer, Treasurer , Accountant, Accounts Assistant, Cashier
- C. Project Staff, with such designations as may be necessary from time to time.
- D. Support Staff: Data Entry Operator, Office Assistant, Attendant

RULES FOR STAFF RECRUITMENT AND STAFF COMPENSATION

The following shall be the rules for the recruitment and review of the staff under different categories.

REMUNERATION

A: Programme Management, ICT, M&E and Research Staff: – Programme Manager, Manager M&E, Research Fellow, Manager GIS, Manager ICT

The salary and other terms of appointment of the Programme Manager, Manager M&E, Manager GIS and Manager ICT will be decided by the Governing Body from time to time depending on their qualifications and experience.

B: Administration & Accounts Staff: Secretary, Accounts Executive/Officer, Accountant, Accounts Assistant and Cashier

They will be full time or part time employees based on workload as will be decided from time to time. Their remuneration will be decided by the Governing Body from time to time.

C: Project Staff: Project Officer, M&E Officer, Research Officer, or suitable officers/staffs as may be required

They will be engaged on a purely temporary basis against any project and the period of engagement will not exceed the project period. Their remuneration will be within the amount allowed in the project and should have the approval of the President.

D: Support Staff: Office Assistant/Attendant

The Office Assistant and Attendant will be appointed by the President and his/her remuneration will be decided by the President. However, the same will be ratified by the Governing Body within six months.

E. Consultants and Experts

Depending on type of Projects, Consultants and Experts will be engaged on a purely temporary basis during the tenure of the project, and their engagement will not exceed the project period. Their remuneration will be within the amount allowed in the project and should have the approval of the President.

PAYMENT OF SALARY AND BENEFITS

The term salary is the total emoluments accruing to the staff member, and it will be paid on a monthly basis. The figures of monthly basic salary for various levels for each staff category are provided under the Section “Remuneration”. The salaries will be paid by cheque or will be credited in the bank account of the respective staff members after statutory deductions of income tax. In case of the Office Assistant only the salary may be paid in cash.

ADDITIONAL BENEFITS

Additional benefits, if any, to the staff may be allowed by the governing body.

ALLOWANCES

In special cases, the President may decide to offer certain allowance to staff, which can include travel allowance and office maintenance allowance. Under no circumstances, such allowances can exceed 10 per cent of the total salary earned by the employee.

RECRUITMENT NORMS

There are two types of staff: 1. Regular staff, whose appointment term is for a minimum period of two years; and project employees, whose appointment is for less than

two years. The basic educational qualifications for various positions are fixed, taking into account the specific requirements of the job. There are no basic differences in the minimum qualification required for regular positions and project positions.

The President shall propose, to the Governing Body, various positions to be created in the organization, and the staff structure and staffing size as the job warrants, and the changes in the same from time to time. The same will have to get the approval from the Governing Body for the purpose, prior to staff recruitment.

Whenever the vacancies for regular positions are to be filled up, the same may be advertised in the websites of Riddhi Foundation. The selection shall be from the candidates who respond to such announcements. However, in the case of “project-based appointments”, the President may use his/her discretion to choose the appropriate method of recruitment.

STAFF PERFORMANCE REVIEW

Annual Review of Performance

Annual performance review of the programme staff shall be based on an appraisal done by the immediate supervisor/President. The appraisal shall be done against the Key Performance Areas (KPA) decided earlier for the respective staff. Increments may be granted by the President. The increment is to be decided on the basis of the performance rating. The following are the different levels, which would be used for performance ratings in the increasing order of performance: poor, satisfactory, good, very good and outstanding.

Promotions

A staff member would become eligible for promotion to the next higher grade after completing adequate no. of years of service in a given grade. The review would be performed by a panel of three members constituted by the President. The review would include the self appraisal by the employee, supervisor’s rating, and candidate’s personal interview with the panel. The candidate would be recommended for promotion if his/her performance over the period of review is found satisfactory.

Annexure 1: Minimum Qualification and Experience for Various Staff Positions

Secretary

Minimum qualifications required for this job is Hons. Graduate or Masters degree having wide (at least 10 years) experience in Government/PSUs or in any Private Company of repute. Retired Government official with wide experience in different fields of administration will also be considered for this post. Qualification criteria may be relaxed in case of retired persons with wide experience.

Treasurer

Graduate in Commerce with a minimum of 3 years of relevant experience. Experience condition may be relaxed for those having Masters or Honours degree in Commerce. The candidate should have computer skills and good knowledge of accounting packages such as Tally software package or similar other packages. Retired persons having adequate working experience may also be considered for this post on part-time or full time basis, depending on volume of work. Qualification criteria may be relaxed in case of retired persons with wide experience.

Research Fellow

Ph.D. in social sciences/natural sciences with a minimum of 3 years of research experience or M. Phil/Post Graduation in social /natural sciences with a minimum of five years of research experience in the area of specialization. In the case of candidates with good publication record, the minimum qualification criterion may be waived.

Manager M&E

Post Graduation in natural or social sciences with a minimum of two years of experience in the area of monitoring and evaluation and sound knowledge of various monitoring and evaluation techniques.

Manager GIS

Masters degree in geography with post graduate diploma in Geo-informatics or equivalent will be eligible for the post. Candidates having honours degree in geography with post graduate degree in Geo-informatics or equivalent and with at least five years experience may be considered.

Manager ICT

Masters degree in Computer Application or BE/B.Tech in IT/Electronics or equivalent will be eligible for the post. Candidates having BCA/BSc with honours in IT with at least five years experience may be considered.

Research Assistant

Graduate in any discipline with a good knowledge of computer packages (word, excel) and a minimum of 3 years of experience working on research project in data compilation, data entry and data analysis.

Accounts Executive/Officer

Graduate in Commerce with a minimum of 3 years of relevant experience. Experience condition may be relaxed for those having Masters or Honours degree in Commerce. The candidate should have computer skills and good knowledge of accounting packages such as Tally software package or similar other packages . Retired persons having adequate working experience may also be considered for this post on part-time or full time basis, depending on volume of work.

Administrative Associate

Graduate with at least two years of work experience, having knowledge of computers and other office equipments, language skills, or matriculate with minimum of 10 years of relevant experience, with good knowledge of office administration, computer skills and good communication skills in English.

Data Entry Operator

Minimum qualification for the post will be Higher Secondary with at least second division marks and one years' certificate course or equivalent in computer application. Candidates with at least six months certificate course may be considered in exceptional cases.

Office Assistant and Attendant

Education up to class VIII standard and having good oral and written communication skills in the local language in the area of operation.

LEAVE RULES

SCOPE

The Leave Policy does not include provisions relating to weekly offs and Holidays as per the approved Holiday List declared and amended from time to time.

DEFINITIONS

Leave –includes all kinds of leave as mentioned in the policy including those, which are leave without pay.

OBJECTIVE

The purpose of leave policy is to allow the employees meet personal commitments and exigencies and find some time for being away from the workplace to sustain his /her level of enthusiasm at work.

INTERPRETATION

As far as possible, the employee should proceed on leave only with prior approval of leave from the competent authority. Leave cannot be claimed as a matter of right and the discretion will rest with the competent authority to grant, refuse or revoke leave depending on the exigencies of work.

COVERAGE

This policy along with its various clauses will apply to the regular and project employees of Riddhi Foundation, including contractually recruited ones.

Working Hours

All employees of Riddhi Foundation shall attend the office from 9.30 A.M. to 5.30 P.M. with a lunch break of 45 minutes from 1.00 PM to 1.45 P.M. No grace period is permitted except under unforeseen circumstances. For more than three late attendances, each exceeding half an hour, will be treated as one general leave.

Holidays

Riddhi Foundation office will observe all Saturdays and all Sundays as normal holidays.

The offices of Riddhi Foundation will remain closed for twelve days during the calendar year, chosen from the national holidays declared by the government. The list of the 12 chosen days must contain the Independence Day and the Republic Day. In addition to these, individual employees may choose two optional holidays/restricted holidays from the list given with prior intimation to the concerned authority.

An employee may be required to attend the office for duty on holidays and after office hours if it is required by the organization and at the pursuit of the concerned authority.

Leave

Leave can be availed off only on prior approval for the sanctioning authority. Where prior approval is not possible, the sanctioning authority should be informed through reasonable means of communication about the absence from duty.

Employees should report back to duty at the expiry of leave period. Extension of leave, if required, should be obtained from the competent authority before the expiry of the approved leave period. Absence from duty without information and without the approval of the sanctioning authority will be considered as Leave without Pay.

Recall for duty

An employee, who has been sanctioned leave, should give address at which he/she can be contacted while on leave.

An employee on leave may be recalled to duty by the concerned authority if required by the organization.

Types of Leave

Sr.	Type of Leave	Number of Days / Year
1	Casual Leave	12
2	Earned Leave	18
3	Optional/Restricted holiday	02

1. Casual Leave

- i. An employee will be eligible for up to 12 days of casual leave with full emoluments in a Calendar Year. It means that an employee is entitled to one day's casual leave in a month. However, sanctioning authority may at his/her discretion grant more than one day's casual leave in a month, provided the employee has worked in the organization for more than a year. The purpose of this leave would be to help employees meet an urgent situation like family crisis, social commitments, etc.
- ii. Not more than 5 days' casual leave including Saturday and Sunday may be availed off at one spell except on duty accident.
- iii. Weekly off or Public Holidays falling within the period of before/after Casual Leave shall not be counted as a part of Casual Leave.
- iv. Employees who have joined during the year could be eligible for proportionate number of casual leaves.
- v. There will be no encashment applicable for casual leave. Casual Leave cannot be clubbed with other leave.

2. Earned Leave

- i. Earned Leave with full pay admissible to an employee is 18 days for every completed Calendar Year of Service. Nine days of Earned Leave may be credited to the leave account of every employee on 1st April and 1st Oct of every year.
- ii. EL can be availed of twice in a year. This can be relaxed if special permission of the sanctioning authority is obtained.
- iii. EL can be accumulated up to a maximum of 90 days.
- iv. Encashment of EL is not permitted. However, encashment up to 90 days will be allowed at the time of retirement – retirement age being 60 years, provided the employee has served the organization continuously at least for ten years. For the purpose of encashment, the basic salary permissible at the time of applying for encashment will be considered.
- v. Application for EL shall be submitted at least two weeks before the date of proceeding on leave, except in emergencies. Intervening holidays falling within the EL will be considered as leave.
- vi. Both casual leave and earned leave will be admissible to contract employees and those on deputation to Riddhi Foundation from other organizations.
- vii. Non-availed earned leave in a year can be accumulated and carried forward to the following year(s), subject to a maximum of 90 days. This applies to contractually recruited employees also.

3. Optional /Restricted Holiday

Staff members are permitted to avail of two optional holidays in a calendar year, as declared in the holiday list. This leave could be clubbed with casual leave and earned leave.

4. Maternity Leave:

Maternity leave not exceeding three months is admissible to all married female employees including contract employees, who have served for at least six months with full pay/salary.

5. Other Leaves

- i. In exceptional circumstances and with prior approval by the competent authority, an employee may be granted leave without pay, if there are no other leaves in his/her credit.

- ii. Willful absence from duty (leave taken without prior approval of sanctioning authority) will also be considered as Leave without Pay.
- iii. Leave without pay taken by an employee without the approval of competent authority will be considered as break-in-service.

6. TRAVEL RULES

SCOPE

Covers tour & travel in connection with the organization's work

OBJECTIVE

The organization will bear the expenses incurred by the employees on official travel as per the following provisions:-

7. INTERPRETATION

It is expected that such expenses are reasonable and within the limits prescribed.

8. COVERAGE

This policy along with its various clauses will apply to the regular and project employees of Riddhi Foundation.

9. GENERAL PROVISIONS

- i. All claims for reimbursements shall necessarily be accompanied by supporting travel documents – tickets / bills etc. In case of travel by rickshaw / taxi and miscellaneous expenses self-certification will suffice. Travel from residence / office to railway station / bus station / airport and vice versa will be allowed as part of official travel.
- ii. Employees traveling for official work shall be deemed present as any other working day. In case the travel extends into / runs through holidays etc no compensatory leave / compensation to that effect shall be applicable to the employees.
- iii. All travel reimbursement claims, including adjustment of advance if taken, have to be necessarily submitted for clearance within a week of completion of travel.

- iv. A second travel advance shall be permitted for a travel without the clearance of the accounts of previous travel, if it is immediately after completion of one tour/travel.
- v. Employees will not be entitled for travel advances if any previous travel advances of earlier dates are pending for settlement
- vi. Wherever, hired / own vehicles are utilized for the purpose of official travel, the rates of reimbursement shall stand as follows, (toll tax, octroi etc. as applicable shall be reimbursed at actual.)

Type of vehicle	Maximum Applicable Rate
4 – Wheeler	
a. Members of the Governing Body	Rs. 8.00/k. m. or actual, whichever is less
b. Programme Manager/Officer & Associate	Rs.5.00/k. m or actual
2 – Wheeler	
a. Administrative and Accounts Staff	Rs.3.5/k. m. up to a maximum of 500 kilometers per month

- vii. The President shall be the final authority to recommend /approve / sanction all domestic and international tours and travel.
- viii. In the case of international travel for official meetings and conferences, the costs involved in securing visa and travel insurance will be borne by Riddhi Foundation, unless otherwise covered by the organizers of such meetings and conference.
- ix. All employees, including the Members of the Governing Body, proceeding on tour / travel related to organizational work shall be eligible for travel advances.
- x. Riddhi Foundation will reimburse the costs of cancellation of tickets, travel agent costs, excess baggage, upgrading / downgrading of classes, airport convenience charges, toll charges and other miscellaneous expenses,
- xi. The authority for relaxation for loss of tickets, theft of papers, documents etc shall rest with the President.

The travel advance settlement procedure will be as follows:

Activity	Procedure	Accountability
Tour Plan	The visit plan shall be forwarded in detail along with the activities to be undertaken during the visit, at least two working days in advance.	The touring staff
Travel Advance	After travel plan is cleared by the	President

	President travel advance can be claimed for all travels of duration more than 1 day.	
Settlement	All settlements related to the travel undertaken for project related work shall be submitted to the Secretary after the project leader checks the same with the travel plan. <i>Note: All travel advances taken and not adjusted or cleared within 7 working days of the completion of the journey / tour, the advance shall be recovered from the salary of the subsequent month without prior notice to the staff.</i>	Accounts Associate/Accounts Executive/Officer

NB: It shall be the responsibility of the employee to oversee the expenses incurred during travel and maintain records for the same

DEFINITION OF CATEGORIES

Category 1: President, Secretary, Honorary staff, Consultant, Experts, all Members of the Governing Body.

Category 2: Programme Manager, Research Fellow, Manager GIS, Manager ICT

Category 3: Project staff, Administration & Accounts staff

Category 4: Support staff

TOUR ALLOWANCE

If any employee has to travel outside the work location, for official work, he /she will be eligible for tour allowance (TA) as per the following rules:

Sr. No	Staff Category	Mode of Travel
1	All Members of the Governing Body	By Air
2	Managers	By Air (II A/C for destinations with distance less than 1000 k. m.
3	Research Fellow	By Air (II A/C for destinations with distance less than 1,000 k. m.
4	Finance and Administrative Associate/Officer, Accounts Executive.	III A/C train
5	Field Research Assistant	III A/C (sleeper class Rail/Bus for destinations with distance less than 500 k.

		m.)
6	Support Staff	Sleeper Class-Rail/Bus

10. REIMBURSEMENT OF TOUR EXPENSES

The reimbursement of expenses incurred by those who are on tour (within India) will be based on actual, subject to production of supporting vouchers/bills. However, there would be maximum permissible limits for each staff category as under:

Category No	Staff Category Name	Allowance in Rs
1	President including members of the Governing Body	1000.00
2	Outside Consultants/ Experts	750.00
3	Managers/ Research Fellow	600.00
4	Administrative & Accounts Staff	500.00
5	Support Staff	400.00

In addition, the touring staff would be entitled for an “out of pocket allowance” per day at the following rates:

Category 1	Rs. 400/-
Category 2	Rs. 250/-
Category 3	Rs. 200 /-
Category 4	Rs. 200/-
Category 5	Rs. 150/-

- ❖ In case of tour exceeding five days, the out of pocket allowance will be enhanced by 50% of the eligibility.
- ❖ For a journey of less than 5 hours, a maximum of 25% the daily allowance will be granted. For a journey of more than 5 hours and less than 10 hours, a maximum of 50% daily allowance will be granted.

Standard Hotel Charges permissible will be as given below:

Staff Category No.	Metros, State Capital & Cities with 5 lac & above population	Other Cities
1	Rs. 3500 + Tax	Rs 3000
2	Rs. 3000 + Tax	Rs 2500
3	Rs. 2500 + Tax	Rs 2000
4	Rs. 1500 + Tax	Rs 1000
5	Rs. 1000 + Tax	Rs 600

11. General:

Riddhi Foundation has adopted Child Protection Policy which prohibits employment of any person below 18 years of age, even on contract, in any employment, hazardous or non-hazardous jobs, of the organization.

Riddhi Foundation attaches high priority on maintaining morality and ethics. Any employee found violating or disregarding any of them will be strictly dealt with, which includes suspension or discharge, on drawing appropriate disciplinary proceedings for unbecoming conduct or misconduct.

Misconduct means and includes:

- Willful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
 - conduct that causes serious and imminent risk to the health and safety of a person, or the reputation, viability or profitability of the organization;
 - theft;
 - fraud;
 - assault;
 - the employee being intoxicated (alcohol or drugs, other than prescribed drugs) at work;
 - the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.
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- Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.
 - The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.
 - While in office an employee should be neat and tidy himself / herself and will maintain cleanliness in the office premises.
 - On joining, the employee has to sign a non-disclosure agreement with the organization. This means that he or she will not part with any information, data, document etc. connected with the projects being undertaken or already undertaken by the organization, either verbally or in writing to anyone outside the organization, without prior approval of the authority of the organization.
 - Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.
 - The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.

Riddhi Foundation addresses the following issues strictly in accordance with the law of the land :

- (a) Sexual harassment at work place;
- (b) Any form of gender discrimination;
- (c) Any discrimination to HIV/AIDS patients.

Riddhi Foundation attaches high priority on morality and ethics. Any employee found violating or disregarding any of them will be strictly dealt with, which includes suspension or discharge, on drawing disciplinary proceedings for unbecoming conduct or misconduct. Any question involving conflict of interest of the employees of the organization will be appropriately dealt with – and the decision of the President in this regard will be final.

- Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.
- The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.
- While in office an employee should be neat and tidy himself / herself and will maintain cleanliness in the office premises.
- On joining, the employee has to sign a non-disclosure agreement with the Company.
- Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.
- The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.