

**MANUAL**

**OF**

**HUMAN RESOURCE  
POLICY**

**SARVODAYA ASHRAM**  
**SIKANDARPUR, HARDOI**

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## **PREFACE**

SARVODAYA ASHRAM believes on principal in behavioral equality with all its personnel irrespective of cast, creed gender and position. It believes that all of them are its associate partners to accomplish various jobs assigned to it through various projects. Moreover it believes that a better outcome can be achieved in a harmonious and happy organization with a good atmosphere.

- Untouchablity an important focal point in all its process.
- Gender equality, and maintaining a respectful atmosphere towards women employees is also an important belief.
- Down trodden people, the DALITS and deserted women will be given preference depending upon other suitability aspects.

## **1- RECRUITMENT**

All appointments shall be made by adopting on the following basis:

- ***ADVERTISEMENT***

**(A) For a fresh project where a number of persons or persons of different categories are needed.**

Where several persons or persons of different categories are needed including persons with technical qualification, advertisements will be placed in leading news paper. A minimum of one week will be given for sending applications. Direct calls for interviews can also be made, depending upon the time in hand. All persons applying either through advertisements or otherwise shall be interviewed by a panel of S.A. Directors. The candidates may be tested through personal interviews or both by written and oral interviews. On the basis of

Common understanding of the panel members, a list shall be prepared of the candidate and call letters shall be issued. A waiting list of appropriate number of persons shall also be prepared. In case any person on the main list do not join, then candidates from the waiting list shall be called in serial order. The appointment shall be subject to signing of an agreement with the organization, before persons join the job for which they are appointed.

**(B) For filling of a post fallen/vacant in running stage of a project.**

1. If there will be an urgency of filling a vacancy, to avoid any delay, the vacancy shall be filled direct from either or both of the following sources.

- i. References
- ii. Selection from the applications already existing with the organization.

Such candidates shall be called and interviewed by the project incharge and appointed after getting the agreement signed and approved by the Secretary/ President of S.A.

2. Retrenched candidates of completed projects and person already working somewhere else in the organization will also be considered, if they are found suitable.

**(C). Petty and part time staff.**

Where persons like chowkidars, peons etc are needed in lesser numbers references may be used in the interest of the organization. For such recruitment, Preference should be given to downtrodden people in the rural society, in keeping with principals of the organization.

**(D). Residential school staff such as subject teachers and cooks etc.**

The appointments may be made at the direction and satisfaction, of respective managers, so that studies of the students are not affected.

## **2- RESERVATIONS**

Reservation fixed by Govt. for SC/ST/OBC and minorities shall be kept in mind on all occasions when making appointments and as far as possible the reservation schedule shall be followed. In case it may not be possible to get suitable candidates of SC/ST/OBC minorities on any one occasion, it would be the endeavour of the organization to see if the overall reservation schedule of the government is followed.

**3-GENDER PREFERENCE** suitable number of women candidates and in doing so, preference shall be given to the followings depending upon their suitability.

It would be the endeavor of the organization to appoint



**(I)** Deserted women

**(II)** Women who have suffered from home violence

**(III)** Women who also suffered from any other kind of social violence

#### **4- HUMAN RESOUCCE DEVELOPMENT**

There is need to look at staff development within the constraints of contractual employment. Within this limitation, there is still room for development of personal.

#### **5- TRAINING**

Relevant training capacity needs to be built up with up-gradation of skills. Except for where it may be otherwise restricted suitable training shall be provided to the recruited staff on full salary basis.

***[CLARIFICATION]***

The period of training shall be treated as duty. If performance of a candidate during the course of training shall be found below the expectation his/her candidature can be terminated or a conditional appointment on trial basis may be made.

**PROMOTION**

Potential for promotion after assessing capability of employees.

**RETRENCHMENT**

In general, retrenched staff do not have the right to vacancies. However, in case there is relevant experience with competent staff who are retrenched or/or are due to be retrenched, their appointment can be considered.

COMENDATION AND  
BENEFITS

(I) Salary/Honorarium

Lump sum/Scaled salary shall be paid to the staff as provided in a particular project, in which a person is appointed, He/She will be paid through an “Account Payee” cheque. An employee shall, therefore, be asked to get a S/B Account opened in a commercial bank. If account of an employee is opened in a bank he will have to bear the banking charges if any himself/ herself. However payment for a short period, can be made in cash at the discretion of the Secretary of the S.A. whose decision shall be final.

**(II)**

Residential facility shall be provided to a candidate belonging to a distant place or another district, on concessional free of rent basis, at the discretion of the Secretary of S.A. This will be upon the availability of accommodation with the organization. However a candidate cannot claim this facility as a right. Decision of the Secretary S.A. shall be final and binding in this regard. The candidate will then have to accommodate himself/herself in how so ever he/she can manage. In all cases, electricity/ water charge will be payable by the staff. If a candidate does not do so his/her own self a deduction

from his/her salary can be made.

### **(III) Group Insurance**

Benefit of group insurance shall be provided as far as possible. However the premium shall be paid by the members themselves.

## **6- LEAVE**

The following leave shall be allowed to the employees:

### **1. Casual leave**

- 12 days per calendar year to a person working from the last calendar year. However all the 12 days leave at any one time will be allowed in very exceptional circumstances at the discretions of the project incharge.
- Hospital leave up to the maximum of 10 days per year shall be allowed on

full salary excluding the fixed T.A.

- Emergency leave up to the maximum limit of one week (7 days) per year shall be allowed on the recommendation of project incharge. This benefit is wholly discretionary and the decision of Secretary S.A. shall be final and binding
- One months maternity leave on full salary shall be allowed to a female worker subject to the maximum of 2 children.

***NB:-*** Casual and other leave matters of residential school staff may be regulated by school managers according to rotation and in keeping with the rules and system of the education department, as this staff carry benefits of compulsory vacation.

## **7- PERFORMANCE**

Performance of the entire staff shall be adjudged through progress reports etc at intervals and all cases will be dealt with the stipulations given bellow:-

### **(I) Promotion**

Promotional avenues shall be open to a worker of outstanding character and He/She shall be considered for promotion if a vacancy or a post carrying higher salary/ position falls vacant at any one time. How-ever no one can claim it as a right.\*

### **(II) Demotion**

If performance of a worker may not be found up to the mark he/she can be demoted if he/ she was promoted from a lower post. This is provided that a vacancy exists at the time.

### **(III)**

Services of a worker may be terminated if no improvement is seen in him/her.

### **8- Transfer**

Any person working on a particular post can be transferred to similar post in another locality/ District in the interest of the project work. He/she can also be transferred as such, on the basis of a complaint.

### **8- RESIGNATIONS**

- Conditional resignation shall normally not be accepted.
- Unconditional resignation will be accepted in keeping with the conditions of the contract.



## **9- RETRENCHMENT**

All staff shall be open to retrenchment on completion of a particular project.

No one will have a claim to be appointed to any post vacant at the time. Similarly there will be no claim on any future vacancy.

The above provisions/ regulations are framed for uniformity and systemization and are open to modification or change. This may be done under approval of the S.A. board or the executive committees. Till this is done the project incharges/ managers may use their own discretion in the interest of the organization and relative project etc.

Further these regulations/provisions are meant for smooth running of project or other work. There is no intention to override any Government or other rule.

- \*Promotion of an individual would be directly linked to the scope in the project and donor guidelines. Under no circumstances Sarvodaya Ashram would have any rights to make changes and deviate from donor guidelines.

