



Human Resource Management Manual

Gram Bharti Mahila Mandal

Contact us: Shobhapur Colony, Pathakhera Area, Dist Betul, Madhya Pradesh 460449, India
Tel: 07146-250993, f. 07146-252258, Mobile: +91-9425002792, +91-9926384220
Email: gbmm.india@gmail.com; bharti_250993@yahoo.com; Website: www.grambharti.net



Gram Bharti Mahila Mandal

CONTENT

SECTION ONE

1. Introduction about GBMM
 - Objectives of GBMM
 - Mission
 - GBMM Area of Work

SECTION TWO

2. Terms & Conditions
 - Applicability
 - Terminology
 - Classification of Employees
 - Working Conditions
 - Working Days / Hours
 - Attendance / Late Comings
 - Record of Attendance
 - Salaries
 - Salary Increment
 - Salary Review & Service Conditions
 - Procedure for Leave
 - Classifications of Leave
 - Allowances & Benefits
 - Loans
 - Travel Policy
 - Tour Allowance Rates
 - Transfers / Deputations
 - Loss of Lien on Employment
 - Grievance Procedure
 - Misconduct
 - Protection of Women from Sexual Harassment at Work Place
 - Definition of Sexual Harassment
 - Preventive Steps


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

Complaints Committee

Termination

Service Certificate

Amendments

Jurisdiction

SECTION THREE

3. Recruitment, Selection and Induction

Personnel Planning

Job Descriptions & Responsibilities

Advertising

Candidate Packs

Interview & Selection

Appointment of Staff

References

Confirmation of Qualifications

Employee Files

Induction & Orientation

Communication

SECTION FOUR

4. Performance Management, Training & Development

Employee Appraisal System

Promotion

Modality of Promotion

Training & Development

SECTION FIVE

5. Volunteer Code

Annexure – A


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

SECTION ONE

1. Introduction

This Manual is intended for use by all employees of GBMM and shall be given to all new staff on commencement of employment. It shows that GBMM has full and proper policies in regard to looking after its workforce and also makes employees aware of their own responsibilities

Regular reviews will be undertaken to ensure that our policies are still relevant and any changes will be conveyed to staff in an appropriate manner

Gram Bharti Mahila Mandal

Gram Bharti Mahila Mandal was registered as a Social voluntary organization under Madhya Pradesh Societies Registration Act [1973], in year 1986. Over last 36 years it mainly worked in the state Madhya Pradesh on issues related to social development, women empowerment, Tribal welfare, poverty eradication, livelihood promotion, agriculture, rural development, water, and sanitation and forest management.

Objectives

To improve the socio-economic status of rural and urban population through people's participation and grass root activities through sustainable

Mission

The mission of GBMM is "to Improve the socio-economic status of People in Rural Madhya Pradesh"

GBMM Area of work

- Women Empowerment,
- Rural Development,
- Livelihood Promotion,
- Children Education,
- Health & Nutrition,
- Tribal Welfare,


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

Reg. 16418/23/04/1986

- Skill Development,
- Water, Sanitation and Hygiene,
- Local Governance,
- Water Management,
- Capacity Building Training & Awareness,
- Menstrual Hygiene Management

2. Terms & Conditions

Applicability

These conditions shall be called "Service Rules and Conditions for Employees" and shall be applicable to all employees of **GBMM**, except if otherwise provided

These rules as amended shall come into force with amendment effected from 1 April 2020 further to approval by the Board and shall supersede all or any previous conditions or practices, which have been in operation on matters covered by these service conditions.

In the event of any doubts as to the interpretation of these service conditions, the decision of the President and Executive Board will be final

Terminology

- i The President shall be the person who is responsible for the day-to-day execution of program and policies of the Institution, who shall also be responsible to ensure that these conditions of service are faithfully met by both employees and management. He/She may however delegate his/her authority under these rules to any employees of the Institution in writing
- ii Employee means any person who is employed wither on a permanent/probationary or an contract for work of the Institution; is issued a letter of Appointment by the President and/or his/her nominee, specially authorized on his behalf
- iii Family means the employee's spouse and children up to the age of 21 and dependent parents of the employee. In case of bachelors or spinsters, this will include brothers and sisters who are not married
- iv Habitual means act committed on 3 occasions in one calendar year v Institution / organization means GBMM
- vi Management means the President and/or his/her nominee, who may be so delegated authority in writing for purpose of these service rules

M.Q. 334, Shobhapur Colony, Pathakhera, Dist. Betul (MP) (gbmm.india@gmail.com) **Shobhapur Colony, BETUL (M.P.)**


President

Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

vii The term 'He' will include the term 'She' and the term 'His' will include the term 'Her' subject to the exigencies and context. Similarly singular may denote the plural and vice versa

viii Financial Year means the year commencing from 1st April to 31st March

Classification of Employees

Employees shall be classified as:

I Permanent

"Permanent Employee" means a person appointed in a permanent vacancy and whose appointment has been confirmed in writing by the appointing authority

II Probationer

- a. "Probationer" means a person who is provisionally employed to fill a permanent vacancy and who has not completed the prescribed period of probation
- b. An employee will be appointed initially on a probationary period of 6 month. On satisfactory completion of the probationary period the employee will be confirmed in service by a letter of confirmation. During the probationary period the employee's services may be terminated at any time without notice and without assigning any reasons. The probationary period may be extended for further period not exceeding six months at the discretion of the President
- c. A probationer is not entitled to any leave other than Medical Leave and this must be sanctioned only by producing a medical certificate
- d. Any casual leave request will be at the discretion of the President. If the employee does not satisfactorily complete the probationary period the leave taken will be deducted from any end of service salary due

III Temporary

- a. Temporary employee is one who is appointed for a fixed period or a specified purpose on a work, which is essentially of a temporary nature, unless extended for a further specified period by mutual consent
- b. All employees under special projects shall be deemed to be temporary and the appointment shall stand terminated ipso facto on completion of the Project without any notice or assigning any reason

[Signature]
President



Gram Bharti Mahila Mandal

IV Contract

- a. Contract employee is one who is employed due to his experience and expertise on a contract for a stipulated time or for a specific task on the completion of which the contract shall stand terminated. However, it may be renewed on the same or such other terms mutually agreed upon, depending on the needs of the institution
- b. A contract employee shall be entitled only to the financial benefits specified in the contract of employment in writing and or to such conditions of service as may be specified in the employment.
- c. If the exigencies of work so required, the President may appoint a person/ persons on contract for a maximum period of six month on terms and conditions to be specified in contract of service. This contract may not be extended for more than one term of six months.
- d. If the exigencies of works so require, the President may appoint a person/ persons for a longer period on contract on terms and conditions to be specified in the contract of service.

V Consultants

- a. If the exigencies of works so require, the President may appoint consultants to undertake assignments. The consultants will be hired on a fixed rated and not be eligible to any of the benefits outlined in this manual.

PERMANENT STAFF

Working Conditions

- I Employments in the services of the Institution are exclusive in nature. Accordingly, no employee shall work for hire or reward whether for monetary gains, without the permission of the President.
- II To ensure there is as little disruption to the work programme of the organization, no employee shall apply to any outside Institution/ Agency or employer for any job/ post without the prior written permission of the President. Failure to do so will warrant strict disciplinary action.
- III The Organization encourages studies and training provided it does not hamper in any way the regular work in the organization. Therefore, no employee shall get admission for any course/University studies either as private or regular student without the prior written permission of the president.


President



Gram Bharti Mahila Mandal

Working Days/Hours

All employees are generally, unless otherwise informed, required to attend office on all working days from 9.30 a.m. to 5.30 p.m. with lunch break for half an hour from 1.00 p.m. to 2.00 p.m. and to observe all week days as working days except 2nd and 4th Saturdays, Sunday and approved list of holidays

Attendance / Late Coming

- I All employees are to indicate the time of arrival and departure and initial against their names every day in the Attendance Register
- II In case of late coming up to 15 minutes on any working day, every such six late coming will be adjusted as one day, as either Casual or Earned Leave. Late coming after fifteen minutes will be calculated according to the time and will be marked leave. Three permissions are allowed in a month (2 hours) for valid reason.

Records of Attendance

- I All staff will submit a monthly report in respect of job assigned even while on tour. Staff should submit a copy of such tour itinerary to the Secretariat Coordinator/ Head of their department by the following month.

Salaries

- I The job categories grades and pay scales within GBMM
- II Payment of salaries will normally be made on or before 10th of the month by cheque made out to the employee. If any other mode of payment is required this needs to be arranged on commencement of employment but cannot be guaranteed to be accepted.

Salary Increment

There will be an annual review of performance. Increments may be stopped in case of disciplinary action/ punishment as outlined in Misconduct Section.

Salary Review & Service Conditions

The salary fixation, other allowances and perks shall be reviewed as per the Decision of the board.



Gram Bharti Mahila Mandal

Procedure for Leave

- I All leave applications should be forwarded at least 10 days prior to leave being taken. The request should be submitted through the concerned Head of the Department or Secretariat Coordinator with his/her comments. All such leaves should necessarily be sanctioned before proceedings on leave save in emergency and/or exigencies of circumstances leave applications be submitted with 48 hours
- II Any employee taking casual leave/medical leave on Friday or on day previous of holidays, remains absent on a subsequent Monday or working day, then the leave will be considered for the days that fall in between (not including non working Saturdays and Sundays)

Classification of Leave I Casual Leave

An employee will be entitled to Casual Leave not exceeding 22 days in a financial year to cover unforeseen contingencies including minor illness. Casual leave will not be combined with any other leave

If a medical condition prevails for more than 3 days it will be classified as Medical leave and will be dealt with according to section ii) below

Normally, applications in writing for Casual Leave should be made at least 10 days in advance and the prior approval from the secretariat coordinator should be obtained. If, however, for sudden or unforeseen reasons an employee is unable to obtain prior approval, he should communicate as soon as possible either by telephone or in writing to their project manager/coordinator who will therefore inform the secretariat coordinator or the HR department for the permission, as the case may be giving the reasons for their absence. Casual Leave without prior permission will not be availed of for more than three days on a single occasion.

II Medical Leave

- a) If an employee is ill for more than 3 days they will be transferred to a Medical leave entitlement not exceeding 10 days in a financial year. A certificate from a competent Medical practitioner is to be produced. Only on the production of such Medical



Gram Bharti Mahila Mandal

Certificate, the employees avail of this leave. For this leave the staff member will be paid half normal salary. Normally, the application should reach the office on the day one wants to avail of it, but not later than three days of rejoining duty. This leave cannot be accumulated.

- b) Employee who requires medical leave above 10 days (for eg in case of OS) will have their case brought to the attention of the President. Any further leave entitlement will be at the discretion of the President.

III Compensation Leave

In case when due to the exigency of services, Secretariat and Support staff is required to attend the office or out stations on holidays, prior approval in writing of the President or his nominee must be obtained. Then based on this, compensatory leave may be availed of within a month

IV Maternity / Paternity Leave

- (i) Women shall be entitled to a total of 6 months maternity leave, 3 months of which will be with half pay, three month with no pay. There is no compulsion to take the full 6 months leave. The Secretariat Coordinator must be informed 4 week before the day they wish to avail of this leave
- (ii) Men shall be entitled to 2 weeks paternity leave with half pay. They must inform the Secretariat Coordinator 2 weeks prior to the date they wish to avail of this leave.

V Holidays

- (i) The following days will be observed as Holidays Pongal, republic Day, Good Friday, Independence Day, Gandhi Jayanthi, Dussehra, Deepavali, Ramzan, Christmas Holidays for the staff of secretariat will conform to the official approved list unless otherwise attended
- (ii) Any extra holidays declared other than listed above and working on the proceedings/following Saturdays shall be compensatory as elected holidays

Allowance & Benefits

Allowances will be depending upon the funding of the donor which may be as below.


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

i House Rent Allowance

- a. Salary will be inclusive of house rental allowance of 40% of basic salary
- b. When two persons from a family happen to be employed in the institution, only one of them will be entitled to get benefits of House Rent.

ii Medical Benefits

- a. Medclaim: Staff will be encouraged to join the Medclaim scheme when they start employment with the organization. GBMM will pay the premium for the medclaim policy and will deduct the premium out of the next 6 months employee's salary. Further details of the scheme can be availed from the Finance Department

iii Accident Insurance Allowance

The organization will provide accident insurance for all its staff. The insurance will cover the employee whilst at work and on organization business

iv Relocation Allowance

Staff who are transferred to another location are entitled to the following allowances and privileges

- a. The spouse and children, provided they are shifting their residence, will have the same travel entitlement as the Officer concerned would, had he been traveling on official work,
- b. Actual cost of transport of household goods, subject to a maximum of the truck load from door to door, on submission of appropriate documents. The estimated to be pre-approved by the President
- c. Leave with pay for 7 consecutive days for packing and relocating

Loans

i Petty Loan

An employee is eligible to take a loan and same has to be paid back with a stipulated period depending on the amount. However, such a loan can be taken for emergency purpose. The amount of the loan to be released will be decided by the President.



Gram Bharti Mahila Mandal

Travel Policy

- i All local travel requires permission from the appropriate authority
- ii All outstation travel/tour programs have to be submitted to the President or the concerned department head for prior approval.
- iii All are strongly recommended to make use of an economic means of transport in view of the spirit of option and service
- iv All staff on approval official tour are permitted to claim a Per Diem Allowance of 200 for each day
- v Similarly, a full day's Per Diem Allowance may be claimed by the Staff if he/She returns to the city town of office after mid day on the day of arrival. In the event of his arrival at the city/town of office before mid – day of the day of arrival only half the Per Diem Allowance will be allowed
- vi The Per diem Allowance will cover all costs of Boarding and incidental expenses
- vii Per Diem for Training and Seminars
 - a. Staff who are Resource Persons for training, Seminars are entitled to get full per diem
 - b. Staff who are participants for special outstation trainings, organized by GBMM are entitled to get 100% of Per Diem to meet the incidental expenses. This implies if the trainings are organized at the city of employment, staff are not entitled to get the Per Diem except in the case of vii a
 - c. However, above Per Diem entitlement is not applicable to annual staff training, which is a part of an on-going and regular staff development.
 - d. The President, based on the nature and the length of program, nature of the function of the staff and other trainers, will determine the additional allowances for the TOT members for the Capacity Building organized by GBMM
 - e. Staff may not attend Meetings/Seminars/Conferences without the prior approval of the President
- viii The staff who need to travel on work shall be given the travel advance 1 day prior to travel, for approved travel plans

Tour Allowance rates

The organization shall provide for the tour allowance, local travel and stay (unless otherwise mentioned or where social allowance has granted by the President) as follows



Gram Bharti Mahila Mandal

- i Allowance- Meal- 200 per day All Staff
- ii Local Travel- INR 4 per km All Staff
- iii Lodging- Actual not exceed to INR 2000 per day All Staff

(The above is applicable for those who travel on the non project programs. The project travels solely depends on the prescribed budget of the project subject to approved by the President/Program Manager or the Secretariat Coordinator)

Based on the above information the Accountant shall provide the advance and obtain the concerned persons signature on the vouchers

The concerned staff on return shall settle the accounts by producing all the relevant bills of expense incurred, within 2 days of arrival at the office

Transfers / Deputations

- i Any employee can be transferred to or from any place in India. The President shall be the sole authority on all matters related to such a transfer.
- ii Due to exigencies of work, the President may depute any employee to any place in India for the furtherance of the programs and projects of the Institution for short duration on deputation.

Loss of Lien on Employment

- i If any employee remains absent without leave or permission for more than ten consecutive days, he/she shall be deemed to have abandoned the employment unless he/she gives an explanation found satisfactory to the President, in which such absence may be treated as leave without pay
- ii Similarly, should an employee remain absent from duty beyond the period of leave originally granted or subsequently extended he/she will lose lien on his/her appointment from the 11th day unless he/she returns within 10 days of expiry of such leave and explains to the satisfaction of the management his/her inability to return before the expiry of his/her leave.


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

Grievances Procedure

- i Any employee who feels that he/she is unjustly treated in the discharge of his/her duties either by the Management or by a colleague or a subordinate may submit such grievance in writing to the nominee of the President. Such grievance shall be duly considered by the Grievance Committee, which would include the nominee of the President and a senior member of the staff.
- ii The first step in grievance redressal shall be a verbal report by grieved employee to his/her immediate superior. He/She should listen to the employee, collect the relevant facts and try to settle the Grievance. He/She should also seek a verbal explanation from the person against whom the complaint is directed. Therefore, he/she should in all cases submit a report in writing, particularly where the alleged grievance is not settled. The same is forwarded to the Management
- iii If the employee who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the President for redressal. It is only on exhausting this procedure, that an employee may appeal to the Board if he/she deems fit.
- iv This procedure has been specifically provided so that disputed and differences, if any, are mutually and amicably resolved and settled as a family within the Institution

Misconduct

The following acts of misconduct are illustrative and not exhaustive to be considered as misconduct, which needs to be corrected through disciplinary action by the management. Misconduct enumerated as follows are:

- i Willful in subordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior
- ii Theft, fraud or dishonestly in connection with the Institution's work or property
- iii Refusal to go on transfer or deputation
- iv Willful damage to or loss of Institution's goods or property
- v Taking, or giving bribes, or any illegal gratification proceedings/ following Saturdays shall be compensatory as elected holidays
- vi Habitual absence without leave, or absence without leave, or absence without leave for more than three days
- vii Habitual breach of any law applicable to the Institution


President

Gram Bharti Mahila Mandal



Gram Bharti Mahila Mandal

- viii Habitual late attendance
- ix Riotous or disorderly behavior during working hours at the Institution
- x Habitual negligence or neglect of work
- xi Striking work or inciting others to strike work
- xii Any person convicted in any court of law for criminal offence
- xiii Any act subversive of discipline or good behavior either on the premises of the Institution or elsewhere, including at residential premises if provided by the management

Protection of Women for Sexual Harassment at Work Place

Duty of the Employer or other responsible persons in work places and other institutions:

- i It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement or prosecution of acts of sexual harassment by taking all steps required

Definition of Sexual Harassment

For this purpose, sexual harassment includes such unwelcome sexually determined behaviors (whether directly or by implications) as:

- i Physical contact and advances
- ii A demand or request for sexual favors
- iii Sexually colored remarks
- iv Showing pornography
- v Any other un welcomed physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she/he is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or working including recruiting or promotion or when it creates a hostile work environment.



Gram Bharti Mahila Mandal

Adverse consequences might be visited if the victim does not consent to the conduct in question or raise any objection thereto (A separate guideline Annexed for PSEA as a Annexure-A)

Prevention Steps

The employer or person in charge of work place should take the following steps

- i Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate rules
- ii If any one is found guilty of the above act the same may be taken into account and the penalty imposed on the offender as per Conduct Rules
- iii Where such conduct amounts to a specific offence under the India Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making complaint with the appropriate authority

Complaints Committee

The Complaints Committee consists of 7 staff (6 women and 1 men) from among the staff. It is a Standing Committee and any woman staff may directly approach the said Committee. The name of the Chairperson and its members are available with the President

The complainer has the right to ask a colleague or friend to accompany them to the committee for support purposes

Not: GBMM has enumerated a separate policy on Sexual Harassment at work place (Prevention, Prohibition and Redressal) Act, 2013.

Termination

- i Either party i.e. employee or management may terminate the service/contract of employment by giving thirty days notice in writing or on payment of one month's salary in lieu of notice to the opposite party
- ii Any employee found to be medically unfit for further service shall be liable to termination/discharge from service on the recommendation of a medical board constituted by the President and board. Every attempt will be made to redeployed the



Gram Bharti Mahila Mandal

- employee within the organization. However if no situation positions are available the President's decision will be final in this matter
- iii An employee may tender his/her resignation from the service of the Institution 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 of resignation forthwith and pay such employee for the notice period. In the alternative, such an employee would be required to work during the entire period of notice
 - iv Before the employee leaves the organization they shall complete an Exit Interview. The purpose of the interview shall be for the organization to be made aware of any issues that should be addressed so that they can improve on best practices

Service Certificate

An employee who was employed by the Institution may be provided with a Service Certificate at the time of his/her leaving by the President, should she/she make a request for the same

Amendments

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

Jurisdiction

The Institution can sue and be used only within the jurisdiction of Courts of State Capital Territory of Madhya Pradesh All the disputes arising from Rules & regulations will be settled only within the limits of Betul city only

SECTION THREE

3. Recruitment, Selection & Induction

Personnel Planning

The Institution will undertake personnel planning on a regular basis to assess when new staff will be required and what skills will be needed to fulfill the assignment. There will also be regular assessments of current staff workload and responsibilities to ensure the Institution is operating effectively and efficiently.



Gram Bharti Mahila Mandal

Job Descriptions & Responsibilities

All staff will have a job description outlining their responsibilities on starting employment. The job description will be written at the personnel planning stage so that a proper skills assessment for the post can be undertaken. This will ensure the recruitment process starts correctly

During the probationary period the job description will be reviewed with the employee and line manager to ensure it is valid and to ascertain if there is need to revise same

Advertising

It is the Institutions policy to advertise by whatever means available including internet are posting, email, e-forums, newsletters, notice boards etc. We will also advertise positions in the relevant newspapers dependent on the post, skills requirement and salary scale.

Candidates Packs

When candidates enquire after the positions, the institution will send an information pack on the organization and further details of the position applied for. The pack will include:

- Briefing paper on the Institution
- An outline of the Institution current projects
- Web contact details for the organization and it's partners
- The institution Organogram
- The job description for the position
- Application Form

All of the above will be sent electronically wherever possible to save on costs and resources of the institution

Interview & Selection

- i People will be chosen to attend interview based on the skills requirement of the job description. The Institution will not practice nepotism on show favoritism in its recruiting process
- ii Wherever possible at least 3 candidates will be interviewed for any position
- iii There will be a prescribed methodology used in conducting interviews

M.Q. 334, Shobhapur Colony, Pathakhera, Dist. Betul (MP) (gbmm.india@gmail.com)


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

Appointment of Staff

- i Appointment of staff will be made by the appropriate appointing authority under terms and conditions mutually agreed upon by the appointing authority and the concerned persons
- ii Appointment to posts within the secretariat will be made by the President on behalf of the Appointment Committee

A copy of the Service Rules and Conditions for Employees of GBMM contained in this manual shall be given to the employee along with their letter of appointment

References

It is the policy of GBMM to always take up references of the person offered a position. The position will not be confirmed as permanent if references are unsatisfactory

Not: GBMM has enumerated a separate policy on Referral Check.

Confirmation of Qualifications

It is required that original certificates are brought to the office on first day of employment. The certificates will be checked and photocopied and placed on the employee file.

Employee Files

On commencement of employment the institution will start an employee file which will hold the following minimum information:

- C.V. and application form
- Satisfactory reference returns
- Copies of educational certificates
- Job Description
- Copy of the offer of employment letter
- The employees acceptance of the offer of employment
- Signed acceptance of contract of employment
- Signed acceptance of employee handbook
- Signed acceptance of completed induction


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

Reg. 16418/23/04/1986

- Date of next appraisal and copies of completed
- Details of any trainings undertaken
- Details of any disciplinary matters
- Details of all leave taken in the current year
- Emergency contact details
- Any medical information deemed important
- Financial information as required by Accounts department
- Any other information deemed necessary

The employee will have the right to view this file at any time

Induction & Orientation

On commencing employment, GBMM will arrange a comprehensive induction to ensure that new members of staff feel they have enough knowledge to ensure productivity quickly. The induction will be guaranteed to be completed within 3 days

The induction will include but not be limited to the following:

- Introduction to staff in institution headquarters
- Explanation of the organogram and structure of the institution
- Briefings with project staff on basics of their work
- Briefings from admin staff on procedures & systems
- Tour of area around the office
- Briefing on facilities available within radius of office
- Visit to one of the Institution's local projects

The employee will also receive:

- Contract of employment
- HR Employee Manual
- Staff name list with areas of responsibility
- Any reading materials deemed necessary
- Current year holiday list


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



The HR employee handbook requires a signature to be returned to the line manger confirming that it has been read within one wee of commencing employment

Communications

- i To ensure employees are kept up to date with development within the institution there will be regular updates in the form of:
 - Staff meetings
 - Notice board messages
 - E-mail updates
 - Newsletter
- ii It is the responsibility of staff members to make colleagues aware of any important issue in relation to the work of the institution using the most suitable medium, e.g. email, calling staff meetings etc.

SECTION FOUR

4. Performance Management, Training & Development

The institution has adopted a performance management framework based around the setting of clear objectives, indicators and targets. In order to assess the performance of an employee an appraisal system has been developed

Employees Appraisal System

- i Within one month of employment, meetings will be held with the employee and their line manager to agree realistic objectives, indicators and targets for the position
- ii At the end of month 3, 6 and 12 the employee will be required to complete an appraisal. The process is completed in 2 parts; part 1 of the process is completion of a self appraisal form, when completed the form is passed to the line manger for input. Part 2 of the appraisal is a meeting with the employee and line manager to discuss contents of the completed form. Training will be given in how to complete this form
- iii Every year thereafter an appraisal of the performance of each confirmed employee will be made using the same process as above.

Ability in Relation to Job

- Job Knowledge & competence
- Quality of work


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

- Quantity of work / net results
- Planning & organizing
- Communication Skills
- Management of human resource (if applicable)

Institutional Awareness

- Commitment and affinity to the field / sense of responsibility
- Cost / Time Management
- Knowledge of regulations and procedures

Personal Attributes

- Learning
- Interpersonal relationships
- Attitude towards team working
- Initiative/responsiveness
- Punctuality, promptness & reliability
- Personal bearing and deportment
- Physical capacity

On completion of the appraisal form a meeting will be held within 1 week to discuss performance to date. An agenda for the meeting will be issued including but not limited to the following:

- Progress of employee to date with objectives, indicators and targets
- Standard of work as per appraisal form
- Discussion of strengths and weakness arising as per appraisal form
- Any training required to gain required standard
- Any development trainings required to allow possible future promotion
- Action plan for next 6 months


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

Promotion

- i. The promotion to the next grade will strictly be based on merit, which will be assessed by appraisal and subject to availability of posts
- ii. There shall be promotion committee comprising of the President and at least two members of the Appointment committee
- iii. The promotion committee shall meet twice a year
- iv. All promotions shall be effective from the commencement of the following financial year

Modality of promotion

For all promotion, the basic of the present salary will be taken and placed in the appropriate promoted scale (if the basic gets fixed exactly on the promoted scale that will be taken, if the basic does not get fixed on a promoted scale, the nearest incremental scale will be adopted) and an increment will be given and the basic will be fixed.

Training & Development

The institution believes in developing its staff in order to under to undertake their work more effectively and efficiently and also for personal career satisfaction. In order for this to be done:

- An annual training budget will be allocated by the institution.
- Within each project bid submitted there will be an allocation for staff training.
- All training must be authorized by the line manager to ensure suitability.
- Any training undertaken must be in line with the budget.
- Training cannot be guaranteed, but if agreed to be in the interests of the institution every effort will be made for the training to take place.
- Institution development 'away days' will be held a minimum of twice annually.


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)



Gram Bharti Mahila Mandal

SECTION FIVE

Volunteer Code

The institution encourages people to assist in its work. A strategy is being developed in relation to volunteers in the organization and throughout the organization.

To enable all volunteers to fully understand their role and responsibilities a Volunteer Code has been adopted.


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)


सचिव
ग्राम भारती महिला मंडल
शोभापुर कालोनी, बैतुल (म.प्र.)


कोषाध्यक्ष
ग्राम भारती महिला मण्डल
शोभापुर कॉलोनी बैतुल म.




Gram Bharti Mahila Mandal

Annexure – A

PSEA – Sensitive Recruitment & Contracting

1. Include a sentence in job announcements to notify candidates that background and reference checks will be conducted and ethics is part of annual performance appraisals.
2. Require applicants to self-declare prior issues or other misconduct, termination of past employment, criminal records and concerns registered with government authorities regarding contact with children and to consent to the disclosure of any such information by their former employers during verification of references.
3. Conduct background checks (e.g. police records) and contact references to vet for former misconduct in accordance with local laws regarding employment, privacy and data protection.
4. Ensure gender-balanced interview panels during hiring processes and conduct gender neutral interviews.
5. Ask candidates interview questions about ethics and ethical dilemmas (e.g. What's your idea of an ethical organization? Tell me about a time when you faced an ethical challenge).
6. Require candidates interview to review and sign the code of conduct before being offered a contract.
7. Include a PSEA clause in employment contracts, including when subcontracting.
8. Outline disciplinary measure in the event of proven SEA allegations (e.g. termination of contract)
9. Include training in PSEA as part of on-boarding process and provide refresher courses at regular intervals during employment tenure.
10. Include adherence to code of contact (e.g. participation in PSEA trainings) in performance appraisals of staff.
11. Include in the performance appraisals of senior staff their effectiveness in creating and maintaining an environment which prevents and responds to SEA.
12. Freeze professional advancement/recruitment opportunities of individuals under investigation.
13. In cases of confirmed misconduct, take robust disciplinary action (e.g. dismissal, suspension, written censure or other administrative/corrective measures) and, where this involves possible criminal conduct, consider reporting the incident to local law

President 



Gram Bharti Mahila Mandal

enforcement authorities.

14. Maintain an internal database documenting and disciplinary measures on personnel, including dismissals, to avoid re-hiring them at a later point in time.
15. Systematically share relevant information of personnel known to have committed SEA with other potential employers during backgrounds checks, to the extent legally possible.


President
Gram Bharti Mahila Mandal
Shobhapur Colony, BETUL (M.P.)


सचिव
ग्राम भारती महिला मंडल
शोभापुर कालोनी, बैतुल (म.प्र.)


कोषाध्यक्ष
ग्राम भारती महिला मंडल
शोभापुर कॉलोनी बैतुल म.प्र.