



JP GLOBAL GOVERNANCE AND DEVELOPMENT FOUNDATION

Strengthening Governance • Empowering Communities • Driving Sustainable Development

HR/ EMPLOYEE HANDBOOK



Regd. Office:
Lohiya Nagar,
Dist. Maharajganj-273303,
Uttar Pradesh, India.

Corporate Office:
3/132, Vishesh Khand,
Gomti Nagar, Lucknow
Uttar Pradesh-226010



(0522) 4049534
Mob: 9935820377



jptrust2010@gmail.com



www.jpmmret.org



J P Global Governance And Development Foundation (JPGGADF)

Employee's Service Rules

(With effect from 1st April' 2024)

This new service rule supersedes all previous service rules and amendments thereto.

The following Service Rules apply to all the "Regular Employees of JPGGADF". "Regular employee" means a person who is, for the time being, wholly employed by JPGGADF for monetary consideration, for and in connection with work undertaken by JPGGADF and who is not in the employment of any other employer either full time or part time basis and whether paid on payment basis or otherwise.

1. Objectives of the Service Rules

The following are the objectives of this manual:

- a. To assist the management of society in the effective management and development of human resources.
- b. To help the Human Resources (HR) department in taking decisions and to guide them on rules and regulations governing the employees and their employment.
- c. To facilitate all Sectoral heads in taking expeditious decisions within the powers delegated to them in all matters relating to Human Resources Management and development
- d. To serve as a guide for the JPGGADF's policies, systems, and procedures to be followed by the employees.

2. Recruitment of staff

After identifying the needs of the JPGGADF for its various core functions, the recruitment process is generally done by advertising for the jobs in the regional dailies and putting it on the noticeboard of the organisation. Also, information is given through emails to different voluntary organisations. Screening of all CVs available with the organisation is also done for recruiting the staff in JPGGADF.

To select the right type of candidates, applicants are shortlisted on certain parameters like educational background and experience. The recruitment process consists of a preliminary personal interview by a panel of experts who assess the suitability of the candidate in terms of various competencies, strengths, past experience and aptitude etc. A written test, psychological test and preliminary personal interview become the basis of candidate selection.

After the preliminary interview the candidate is finally interviewed by the Director or the Managing Trustee who takes appropriate decision with consultation/approval of governing board on selection keeping in view the assessment and recommendations made by the preliminary interview panel. In recruitment, due gender balance is kept in view.

To enable preliminary interviewers in their exercise of assessing, JPGGADF has an "analysis-sheet" which contains such details as educational qualifications, competencies, past experience, computer skills, fluency in English and Hindi, strengths & weaknesses as self-assessed by the candidates themselves, extracurricular activities etc. Upon selection a suitable appointment letter is issued containing designation, terms of contract, broad outlines of roles and responsibilities, place of posting etc. The appointment letter will be issued for a probationary period of 3 months. Based on his/her performance appraisal, further extension of the contract will be issued.

No travel expenses for any staff will be paid for appearing for an interview at JPGGADF. In the case of women candidate on way travel will be reimbursed upto 3rd AC and Auto Charges.

JPGGADF would take care of the fooding and lodging expenses during the interview process.

3. Norms/Rules related to Salary and Honorariums

The following is the structure of Basic pay and Allowances that are admissible to the staff members of the JPGGADF.

Sl.	Categories	Experience/Qualification	Basic Pay Scale/ Consolidated Pay (per month)
1	Project Coordinator	Minimum of 3 (Three) years experience with P.G. Level Education + Professional Degree or Diploma	Rs 50000.00-Rs 40000.00
2	Supervisor	Minimum 1 (One) year experience with PG level Education or fresh MSW.	Rs 25000.00-Rs 20000.00
3	Community Level Organizer	Graduation level education or 2 years of CSOs project implementing experience with Intermediate.	Rs 18000.00-Rs 15000.00
4	Support Staff	12 th pass Minimum or equivalent education.	Rs 12000.00-Rs 8000.00
5	Volunteer and Teachers	12 th pass Minimum or equivalent education.	Rs 7000.00-Rs 5000.00

- The Director's salary & perks will be decided by governing board separately.
- Placement to any staff in a particular grade and designation is at the sole discretion of the Managing Trustee / Director.

Allowances: The employees of the JPGGADF are eligible for the following allowances.

Compensation structure

Sl.	Particulars	Percentage
1	Basic Salary (Basic + DA)	50.00%
2	House Rent Allowance	20.00%

Sl.	Particulars	Percentage
3	Conveyance Allowance	7.65%
4	Medical Allowance	5.98%
5	Educational Allowance	0.96%
6	Special Allowance	5.74%
7	Other Allowance	0.23%
	Gross Salary	90.56%
8	Provident Fund (Employee Deduction)	6.00%
9	ESIC (Employee Deduction)	0.68%
10	Professional Tax (Employee Deduction) if applicable	0.00%
11	TDS (Depends on IT Slabs & Exemptions)	0.00%
	Net Salary (In Hand / Take Home)	83.88%
12	Provident Fund (Employer Contribution)	6.50%
13	ESIC (Employer Contribution)	2.94%
14	Gratuity (Employer Contribution)	0.00%
15	Variable Pay (Employer Contribution)	0.00%
	Cost to Company (CtC)	100.00%

Any special allowance at the discretion of the Director/Trustee may be considered for specific category of staff.

Allowances: For specific project allowances like HRA, medical allowances, children education etc. will be worked according to the project.

4. Performance Appraisal


Performance Appraisal is the measurement of actual achievement by a person against the expectations of the job given to him/her after due considerations for his/her strengths and weaknesses.

Potential Appraisal is the estimate of a person's ability to perform in the future after due consideration for his/her existing strengths and weaknesses and also for his/her ability to learn and grow. Performance appraisal is done for every employee of the society.

4.1 Objectives

Originally, a device to provide guidance to management in selecting managers for promotion or salary increases; appraisals are now used for overall development and growth of the employee.

Performance appraisal provides an opportunity for fair dialogue between the subordinate and his/her immediate superior. The discussion is on the achievements of the employee till date, charting a work plan and expectations from the concerned



employee, discussing training needs and determining further avenues for the advancement of the employee in the society.

Performance and Potential Appraisal can also be used as a springboard for coaching employees and for helping them set goals for their own development.

An effective Performance and Potential appraisal program provide management with a rational basis for determining who should be promoted or receive salary increases. It permits each employee to be considered on the same basis as everyone else. Thus, hopefully fewer charges of favouritism are made, and better employees are selected for promotion. Long range personnel planning is also facilitated, since management can determine who should be promoted now, who should be ready after further experience and training and who, although satisfactory on the present job, is not a likely prospect for a more difficult one.

Further, management can tailor transfers to meet individual needs, and it can identify employee who need special training. Finally, Performance and Potential appraisal is often needed to provide criteria for validating selection procedures or to defend against charges of discrimination.

- To measure achievement over the past year based on a previously developed work plan.
- To improve employees understanding of his/ her own job and the JGGADF's expectation from him/her.
- To provide an opportunity for the employee to express his/ her views or to seek clarifications on the work.
- The process will give the staff an opportunity to give feedback on the management, its function and procedures.
- To develop a basis for reward/punishments.
- To find out the strengths and weaknesses of individuals.
- To assess the potential of the employee with emphasis on development and growth.
- To identify training needs of employees.
- To generate data for career planning for each staff member.

Performance and potential appraisal would be an important part of the functioning of the JGGADF. A strong performance and potential appraisal system will give an indication of the training needs of the employees. Performance Appraisal will help to indicate which employees should be put on to specific tasks of the project. Potential Appraisal would indicate whether employees can be trained so that they can move to other task areas requiring higher order skills or fresh employees with specific skills need to be recruited.

The individual performance appraisal form will cover the following broad areas:

- Tasks assigned to the appraisee during the time of appointment or last performance appraisal.
- Tasks assigned to the appraisee in the intervening period.

- Tasks accomplished by the appraisee.
- Knowledge and skills inventory of the appraisee at the last appraisal.
- Knowledge and skills acquired by the appraisee in the intervening period between the last performance appraisal and the current performance appraisal.
- Targets set for the appraisee jointly by the appraisee and the appraiser till the next appraisal.
- Tasks assigned to the appraisee till the next appraisal.
- Knowledge and Skills required by the appraisee to accomplish the above assigned tasks.
- Training needs of the appraisee for the achievement of assigned tasks and targets.
- Training needs of the appraisee for holding a higher position.
- Ratings of the appraisee by the appraiser.
- No of articles written by the appraisee.
- No of case studies written by the appraisee.
- Contribution of the appraisee in the JPGGADF magazine.
- Contribution to the team building and team spirit.
- Contribution to the organization in fund raising and image building.
- Role in conflict management and conflict resolution within the organization.
- Contribution in building better internal systems and procedures.
- Contribution in strategic thinking and planning.

4.2 Process of Appraisal

- A staff performance appraisal format is to be filled by each staff and submitted to the Project coordinator.
- The project coordinator will also fill the staff performance appraisal format and submitted to the Director /Managing Trustee.
- The Director will conduct a team wise appraisal of the and give individual feedback and suggestions.
- After the appraisal, the annual staff reward will be announced and honoured during annual review meeting of JPGGADF.

4.3 Annual Staff Performance Reward/ incentive

Excellent	Up to 10 times of annual increment / Higher Position in the Project
Good	Up to 06 times of annual increment / Higher Position
Satisfactory	Usual annual increment.
Unsatisfactory	No increment (Liable for termination if one gets it two for consecutive times)

A performance review will be carried out on an annual basis. Performance-related reward/ increment is at the discretion of the Director/Managing Trustee.

5. Norms/ Rules related to Leave

Provisions:

1	Casual Leave	12 days per year
2	Govt Holiday	12 days per year or as per govt. calendar for holidays
3	Annual Leave	All category staff who have completed at least 11 months continuous regular service. All staff will get an annual leave of 15 days in year.
4	Maternity Leave	Allowed to female employees for a period of 3 months up to 2 children only.
5	Paternity Leave	Will be allowed to male employees for a period of 14 days up to 2 children only. (This can be availed between the period of 3 month before delivery date or 3 months after the delivery in one instalment or in two instalments of 7 days each prior to submitting the birth certificate to office).

Note:


1. Year means Financial Year (1st April to 31st March) for the calculation of all kinds of leave.
2. All the provision related to Maternity and Paternity Leave are applicable as defined in Maternity benefit Act 1961 and Shop and Establishment Act
3. All Leave application will be approved at least one day before by the coordinator and sanctioned by the Director.
4. LWP (Leave without pay) If any staff member proceeds on leave and does not report for duty on the stipulated date and extended leave without prior information, then the extra leave will be treated as leave without pay (LWP). It will also be deemed as a break in service. Leave without proper information and approval from the authority concerned may be treated as Leave without pay.

6. Travel related Norms/ Rules

1. Any staff travelling outside UP for any programme will get Rs.100 per day as daily allowance for tea, snacks and food (only applicable on travelling days and not applicable on training days).
2. Staff attending meeting/ training programme will get a daily allowance of Rs 20 per day as incidental charges which will be spend on telephone, tea, extra provided he/she spend 8 hours.
3. Any staff will get a daily allowance of Rs 40 if he / she is travelling outside Sitapur or other field and spend around 8 hours for any official purpose. During attending Training programmes and at Head Office this will not be effective.

Notes/Exceptions

- Any woman staff travelling alone during nighttime (between 7 PM to 7 AM) can travel up to III A.C or can avail full reserved auto without prior permission from the Director/team leaders.

- 
- In exceptional / emergency cases, travel by higher class will be allowed with the prior permission of the Director only.
 - In case travel expenses are being borne by any external agencies /organisation than travel by higher mode and class will be allowed. For this prior permission from Director, however, is required.

7. Other facilities

Group Insurance

Facility of insurance against accident up to Rs two lakhs will be provided to all confirmed employees under the Group insurance scheme of oriental insurance company, which covers the risk and is liable to pay the claim.

Use of Own Vehicle

Reimbursement of local travel for the use of own vehicle for official work may be made as under.

Two-wheeler @ Rs 5/ per K.M.

Four-wheeler @ Rs 15/ per K.M.

(Use of four-wheeler requires prior permission from the Director and also kilometre reading may be required)

8. Special facilities for women staff

8.1 Half-day flexi time and short leave arrangement


1. Half day flexi time arrangement once in a month will be available to the women staff who have completed a minimum of two years service in JPGGADF.
2. Women staff who is in the advanced stage of pregnancy (6-9 months) can avail this facility on submission of the medical report supporting the need for such rest time.
3. This facility can be availed by the women staff till one year after the birth of the baby.
4. Short leave for two hours in a day will be given to the women staff for feeding the new born baby up to a period of one year.

8.2 Office hours during winter:

During extreme winter seasons (month of December and January) office time for female staff will be 9.45 am to 5.00 pm.

9. Increments and Promotion

9.1 Promotion will be allowed entirely to meet the staffing needs of JPGGADF and cannot be claimed as a matter of right. Promotion, increment etc. of an employee will depend on work performance, demonstrated commitment to the organisation's mission and strategy in discharge of his/her duties. While The Director is the final



executive authority to adjudge these factors, availability of higher positions is the necessary and limiting factor for promotion of the staff.

9.2 Employees will be sanctioned annual increment w.e.f. 1st April on completion of satisfactory service for one complete financial year or more. Increment shall not be taken as a right. Employees who perform their duties exceptionally well may get additional increment(s).

9.3 Scale of Basic Pay/Allowances will be determined by JPGGADF from time to time.

9.4 Salary for each month shall be paid latest by the 7th working day of succeeding month.

9.5 Performance review of employee will be done by the Director or by any other person/ committee constituted by the Director.

10. Induction / Orientation

Every new employee-joining JPGGADF will have to undergo a period of one month's induction. During the period he/ she is required to spend some time with each programme centre to become familiar with the centre's activities and members. He/she is required to devote some time with the administration / support sections to familiarise himself /herself with the systems of each section. If not appointed in any particular programme/support centre, he/she may be assigned jobs in two or more than two centres/ sections.

11. Transfer

Any staff working in any project can be transferred to any other project after discussion with the Managing Trustee/ Director.

The staff may be transferred to any District in UP if there is an expansion of programme and activities to other District in future.

12. Hours of work

Working hours of employees will be regulated in accordance with the rules in force and may be notified from time to time. Presently this period will be at 48 hours a week or six days in a week (unless otherwise specified /notified).

13. Retirement

1. An employee shall retire on attaining the age of 58 years, or any time thereafter at the discretion of the appointing authority.
2. An employee is liable to be retired even earlier on medical grounds if he/she becomes physically or mentally unfit to discharge his/her duties efficiently to the entire satisfaction of JPGGADF.
3. A person above 58 years of age may be employed for specific tasks on condition that he/she produces a medical fitness certificate every year. He/She will be entitled to all allowances except EPF.



14. Termination

1. Normally for terminating a employee the requisite period of prior notice is one month, JPGGADF may terminate an employee without giving prior notice also, but in such a situation one month's salary will be paid to the employee in lieu of the notice.
2. Services of an employee may be terminated if he rates unsatisfactory for two consecutive years
3. Cases of gross misconduct and indiscipline that merit termination will be placed before an enquiry committee constituted by the Director to judiciously deal with the matter. The enquiry committee will submit its report to the Director recommending appropriate action. During the period of enquiry the employee will remain under suspension.
4. An employee is liable to be terminated if he/she is has had to be issued up to three show cause notices on different occasions.
5. Any staff will be terminated only by the permission of the board.

15. Resignation

An employee seeking resignation is required to give one month's prior notice on resigning, failing which, he/she will have to return the basic salary drawn during the previous month.

16. Amendment

Any amendment in the rules/norms will be carried out only by the approval of the board of JPGGADF

17. Organisational Values

1. Working for the poorest of the poor.
2. Demonstrate high level of equitable behaviour and practices
3. Believe and promote people centred and sustainable development process.
4. Secular, non-political and non-divisive stance.
5. Participation leads to Empowerment.
6. Equity and apathy.
7. Egalitarian, liberal and democratic style of functioning.
8. High level of integrity towards the mission, goal, objectives of the organisation.
9. Enthusiasm and result oriented.
10. Self-learning, creativity and innovation.

By the Order of the Trustees and Approval of the Board.

Managing Trustee
JPGGADF