

Lok Sevashram Chiksaura

At & Po – Chiksaura(Dalu Bigha), Hilsa , Dist – Nalanda (Bihar), Pin - 801302

PERSONEL POLICY

A contract letter is issued to all the employees indicating terms and conditions given below. Which is followed by all the working members in the organization.

1. Office day is Monday to Saturday.
2. Office hour is 10 A.M to 5 P.M.
3. 1.30 P.M to 2.30 P.M is lunch hour.
4. Annual leave – 17 days in a year.
(As per-Guidline of Bihar govt.)
5. Other leaves are as follows:-
 - (a) Sick leave
 - (b) Maternily leave
 - (c) Casual leave
 - (d) Leave without pay.

Attendance is necessary to be signed by all the employee of the organisation in between 10 A.M to 10 -15 A.M. After and before the attendance hour chief Co-Ordinater of the organization is Costodian of the register. Any employee arrives after such time is known half time absent for such days.

- 17 days have been declared leave days in a year, or the norms of Bihar govt. is followed in the connection 19 days are fixed for leave for different ceromanies in a year.
- Annual leave days is declared before beginning of the year.
- All employees are intitled for casual or sick leave for 12 days.
- Female employees are intitled of maternity leave for 4 month in a year.
- All the employees are intitle to get leave without pay but the duration will not be more than one month except in condition of serious illness.
- In case of serious illness any employee will get full salary with all allowance for the first month.

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- In extraordinary situation an employee can claim leave without day. But the duration will be not more than three months. The satiation will be like to appear in examination, preparation of examination, look-after her parents in serious illness.

Normal Policy:-The chief co-ordinator of the organization is entitle to approve, refuse, cancel, curtail and revoke leave as per requirement of the projects.

- No leave can be claimed as right.
- Absence without leave sancation will treated as unauthorized absent.
- Un-utilized leave will lapse at the end of the financial year.
- Un-utilized leave may not be carried forward.
- Annual leave may not be granted in last month of the financial year.
- For annual leave, employee will give a written application before chief co-ordinator of the orgazation.
- In case of special leave, employee will have to hand over all related document to his successor.
- Leave on account of illness for more than two days will be allowed on account of support of Medical certificate.
- In absence without leave, the employee will have to inform chief co-ordinator till 11.30 Am same day .
- For male employee paternity leave will be granted for maximum four weeks.
- In all circumstances, Chief Co- ordinator is full entitle to have any decision according to the requirement of the project.

DISCIPLINE / DUTY

- All of employees must devote all office hours to the service of the organization .
- All employees will observe the normal office discipline and decorum.
- No employees allowed to leave office without permission of chief co-ordinator.
- All equipments like computer, type -writer, calculator will put save by related employee after duty hour/or leaving office after duty hour. light-fan etc will be switched off.
- Relatives /friends of the employee will not be allowed in office during the working hours.

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Lok Sevashram
 Mrs. Secretary
 Lok Sevashram Chiksaura
 P.O. - Chiksaura (Dist. Jhansi)
 Dist. - Jhansi - 201301

- No one employee will engage in any political activities in the premises of the organization during work hour/office hour.
- No one employee allowed to participate in any work of profit or business.
- No one employee will pass out any information regarding any matter concerning the organization .
- No one employee will carry any record/ document out of the preemies of the organization without permission of chief co- ordianater or chief functionary of the organization.
- No employee will have any demand or accept any gift/moneyfrom any person in dealing of any benefit activities of benificieres.
- Every employee is expected to complete his work / duty at the reseanable time .

DECIPLINARY ACTION:-

Any one or more of deiciplenary action may be imposed by chief co-ordinater on account of sufficient reasons against any employee.

- (a) Censure
- (b) warning.
- (c) Removal from service
- (d) Dismisal from service
- (e) Recovery from the pay full or part on account of any loss by employee.

Misconduct:-

- (a) Absence without leave.
- (b) Habitual absents without leave.
- (c) Absence from employees appointed place of work without permission or sufficient cause.
- (d) Irregular Attendance
- (e) Breach of any law rules-regulations.
- (f) Submitting false report.
- (g) Insolvency.
- (h) Neglence of work /responsibility.
- (i) Conviction by any court in any Criminal activities.
- (j) Misrepresentation of facts.

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[Handwritten Signature]
 Secy. Secretary
 Lok Sevashram Chiksaura
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- (k) Interfering in any programme activity of other employee.
- (l) Refusing any work/ responsibility imparted by chief co-ordinator.
- (m) Creating false allegation against any official/ employee.
- (n) Damaging any property/ Records/ Reports of the organization.
- (o) Using alcohol/drugs in duty hour.
- (p) Inefficiency, Incompetency inactivity in performing duty etc.
- (q) Thief, fraud, Dishonesty in connection with the programme of the organization.
- (r) All disciplinary action will be recorded in the individuals personal files and may be taken is 'to account at the time of granting of salary increments.

Termination / Resignation:-

- Resignation/ Discharging on Medical grounds/ by Disciplinary Actions may cause termination of employees services.
- The notice of resignation/ or resignation once accepted can not be withdrawn by the employee.
- Organization may terminate the service of any employee by giving written information one month earlier or giving salary of one month in lieu of that.
- Continued illness for more than six months/ physical or mental disability /conviction by a criminal court for an offence, giving wrong declaration for employment may cause termination of service.
- An employee may resign by giving one month notice in written or can leave salary of one month in lieu of notice.
- Any employee absent without leave or notice without reasonable cause for more than Ten days may cause termination of service.
- Any employee terminated from service because of disciplinary action may not be given certificate of service.
- A certificate of service will be given to the employee who resign with a notice of one month or terminated by organization giving notice one month earlier.
- All such certificates will be given by the chief functionary of the organization.
- Annual leave will not be counted towards one months notice of resignation.
- Annual leave will not be granted in last month of service.

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(Handwritten Signature)
 Mrs. Saranya
 Mrs. Saranya
 Lok Sevashram Chiksaura
 P.O. - Chiksaura (Dist. Noida)
 Dist. - Noida - Noida (Dist.)

- A payment of dues after termination will be given after approval by Chief Co-ordinator.
- A "No claim" will be signed by the employee and will be submitted to the chief Co-ordinator at the time of drawing final dues.

Other Activates

Transfer.


Employees may be transferred from one project programme to another projects at short notice.

Telephones

Employees' may be permitted to use local calls of minimum duration. it may not exceed 3 Minutes.

EMPLOYEE EVALUATION

- Annual evaluation of each employee will be made in the ending of the financial year for the period of 1April to 15 march of the current financial year. the evaluation will be done on the basis of employees performance.
- The employees may be awarded either in cash or gift and certificate for his better performance for the programmes conducted by them.
- Any complication raised incase of personel policy ,which is not mentioned in this declaration draft will be decided in the managing committee of the organization.


 Radhey Lakhani Prasad
 Gen. Secretary
 Lok Sevashram Chiksaura
 + P.O. Chiksaura
 Distt - Meerut