

PERSONNEL POLICIES / STAFF SERVICE RULES VOLUNTARY HEALTH ASSOCIATION OF TRIPURA (VHAT)

1. TITLE

1.1. These rules shall be called the Voluntary Health Association of Tripura Personnel Policies / Staff Service rules and shall be applicable to the designated salaried individuals working with the Voluntary Health Association of Tripura.

1.2 These rules which were approved by the Executive Committee of Voluntary Health Association of Tripura at its meeting on eighteen September, 1994, came into force with effect from first January, 1995. Second time this policies were revised on 29th June, 2003.

Again this personnel policies were revised by the Executive Committee on 3rd July 2022 and placed in 34th AGM of the Association for approval on 11th September, 2022. This revised policies came into force with effect from the date of approval and should supersede all or any previous rules or practices which have been in operation on matters covered by these rules.

1.3. Purpose

The purpose of the Personnel Policy is to set down the policies, conditions, rights and obligations of employees subject to their performing of the duties and responsibilities in their respective job descriptions.

From the time of hiring, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the Executive Committee Members of VHAT deems it necessary. In such cases, employees will be fully informed of the changes made.

2. DEFINITIONS

In these rules, unless there is anything repugnant in the subject or context:

2.1. "VHAT", "ASSOCIATION", "INSTITUTE", "ESTABLISHMENT", "ORGANIZATION" means the Voluntary Health Association of Tripura, Agartala.

2.2. "MANAGEMENT" means the "Executive Committee", Executive Director and any other person or persons so authorized by Executive Committee. Appointing Authority" means the MANAGEMENT.

2.3 "EXECUTIVE DIRECTOR" means the chief Executive Officer to whom the executive powers have been delegated by the Executive committee of Voluntary Health Association of Tripura.

2.4. "STAFF/ EMPLOYEE" means any person engaged by VHAT in any work in any capacity whether as skilled or unskilled, technical or clerical managerial or supervisory, in any department, for whose services a remuneration is paid whether directly by the Association or by any other agency in pursuance of any agreement with VHAT for such payment.

The Employees, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one or more ongoing/prospective projects of the organization.

This, however, does not include:

2.4.1. Any employee of a contractor even though he or she may be working within the premises of VHAT.

2.4.2. Any person whose services are temporarily loaned to VHAT.

2.4.3. Students, resident, trainees or other "persons" who are involved in any survey or project study, even if such survey or project study might make an indirect contribution to the work of VHAT.

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3. CLASSIFICATION OF EMPLOYEES

All the employees of the organization are classified into categories. These categories are as follows:

1. Management Category:

a. Executive Director, b. Assistant Director

2. Professional Category:

- a. Program Officer / Program Manager/ Program Coordinator
- b. Finance Officer
- c. Accountant
- d. Counselor
- e. Researcher
- f. Sector Specialist (as per need)

3. Support Category:

- a. Field Supervisors/Associates
- b. Administrative Assistant
- c. Office Boy
- d. Driver

3.1: Note: Among the above categories there may be "On-Contract" and "Part Time" employee

♣ An "On-contract" employee shall be entitled only to the benefits specified in the term & conditions of the contracts of employment.

♣ "Part-time" staff is one who is engaged to do work for less than the normal working hours. They are not ordinarily entitled to the benefits provided to full time staff members. They will be entitled to benefits as would be provided by the management at their discretion.

♣ The designation and job description of staff may vary project to project as per the proposal sanctioned

3.1.1: Consultants

Consultants are professional experts hired by NGO (VHAT) on short-term basis only for the completion of specific tasks and assignments related to VHAT for one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

3.1.2: Volunteers

Volunteers are individuals who work at VHAT out of their own choice or have been deputed at VHAT by other organizations. They will be assigned tasks from time to time as deemed necessary by VHAT. VHAT will have a limited contract with volunteers and will not provide any compensation except under special conditions. They will not be considered as full-time or part-time employees of the organization.

4. RECRUITMENT:

VHAT recruit the staff in various means i: e-candidate intend to work may walk in and submit the job application, open advertisement in newspaper/other media and referred by senior staff of any candidate while working in the specific areas.

Following steps of the selection process for hiring employees

- Application.
- Resume screening.
- Screening call.
- Assessment test & In-person interviewing.
- Background & Reference checks.
- Decision and job offer.

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5. EMPLOYMENT

5.1. No person shall be deemed to be in the regular employment of the Association unless he/she has received a letter of appointment from the appointing authority.

5.2 A regular staff who is appointed to a different post or promoted to a higher post shall be on probation in that post for a period of six month and is liable at any time during this probation period to be reverted to the original post at the discretion of the management.

6. EXECUTIVE SERVICE

No full time employee of VHAT shall seek or accept any part-time employment either for financial consideration or otherwise. Staff member may accept a position in a honorary capacity in a Trust Society or Association with prior written permission from the management provided there is no conflict of interests and the holding of such position does not interfere into their work with VHAT.

This rule, however, does not apply to ordinary membership of professional Associations such as Trained Nurses Association of India, Indian Nursing council, Institute of Chartered Accountants of India, Institute of Company Secretaries, Institute if Personnel Management etc. Provided that the aims and objects of such Associations are in no way incompatible with the aims and object of VHAT.

7. EXCLUSIVE PROPERTY

All information, data, documents and research material collected by employees while in the service of VHAT shall be the exclusive property of this Association and no employees shall have any claim to any such property. Staff desirous of having these materials may get copies with prior approval. Confidential documents e.g. evaluation of a project or diagnostic studies must have the permission of the owner or project holders to be used.

8. ATTENDENCE

7.1. Staff shall sign Attendance Register on arrival at the office and before departure in each working day.

7.2. All staff shall report for duty punctually at the stipulated time.

7.3. Habitual late attendance will be deemed to be a breach of discipline. Three late attendances in a month will render an employee liable to forfeiture of one day's casual leave.

7.4 For the project staff, need to submit the TIME SHEET in each month as per the guidelines with specified formats.

9. WORKING HOURS

8.1. The office of VHAT will function from Sunday through Friday, except on holidays from 10.00 hrs. to 17.00 hrs. with 30 minutes break for lunch. Saturday and will be a holiday.

8.2. All employees shall be required to attend to any emergency other urgent duties outside their regular hours of work including Saturday and holiday's , if necessary. They shall not be entitled to any extra remuneration for such work but may be given compensatory "time-off" at the management's convenience.

10. CONFIDENTIALITY

All employees of VHAT, including probationers, shall maintain confidentiality of all information pertaining to the internal and external functioning of the Association. The divulging of information gained while in the service of VHAT which is likely to harm the good reputation of any individual or organization will attract disciplinary action.

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11. TOURS AND TRAVELS

11.1 Ordinarily, all travel plans and tours in connection with the official work of the Association shall be planned in advance in consultation with the Programme Manager / Coordinator. Staff who are intending to travel shall submit their tentative travel schedule in advance to the respective Programme Manager / Coordinator.

11.2 The travel or field tour need to be done as per the project demand and guidelines as and when required

11.3. The normal mode of transport will be by bus or second class rail. In extenuating circumstances such as non-availability of second class reservation or long distance travel, the Management may authorize travel by first class or by air.

11.3. Travel by air shall require the prior approval of the Executive Director.

12. PAYMENT OF SALARIES AND WAGES

12.1. Salaries will normally be paid directly into the bank accounts of staff or by cheque. In special cases cash payment can be done with a limit of Rs.2000./-(two thousand only)

12.2. Salaries will normally be paid on the first day of the month following the month for which the salary is due, except in exceptional circumstances .If the first day happens to be a holiday, the management may pay the salary on the last working day of the month or on the day next to the holiday .

12.3. Advance against salaries shall not be made. However, employees, proceeding on leave and who will not be present on stipulated day of payment of salaries may be paid their salaries before proceeding on leave.

13. CHANGE OF JOB ASSIGNMENT

In the overall interest of the association all staff members are required at any time to assist in any work and to accept any change of job assignment to meet the needs of the Organization.

14. LEAVE and HOLIDAYS

14.1. All employees are entitled to 20 (twenty) days of paid leave due to public holidays. These public holidays are specified in advance by the Executive Director in consultation with staff members, before the end of the preceding year. This list, as approved by the Executive Director, will be displayed on the notice board of the Association.

14.2. Ordinarily, employees shall avail of leave only after the leave is sanctioned by the Administration. An employee who desires to avail of leave for absence shall apply in writing in the prescribed form to the Administration through their reporting authority

14.3. If an employee, after proceeding on leave, desires an extension thereof, she/he shall before the expiry of the leave period originally sanctioned, make an application in writing for the extension of leave. The Executive Director shall send to the employee a reply either granting or refusing the extension of leave. The communication will be sent to the last known address. Every employee going out of station on leave shall furnish his leave address in the leave application form.

14.4. Leave will not be deemed to have been granted unless sanction is given. An employee, who absents himself without prior sanction, will not earn salary for the period of absence. Further, he shall be liable for disciplinary action for unauthorized absence.

14.5. The management may refuse or revoke leave of any description depending on exigencies of work of the Association. Such refusal or revoking of leave will be given in writing to the applicant.

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GENERAL

1. For the purpose of leave, the leave year shall be reckoned from January 1st to December 31st.
2. Leave is privilege generally granted to employees. It cannot be claimed as a right. The Management may refuse, revise or revoke leave of any description if exigencies of work make it necessary.
3. All applications for leave shall normally be made in the prescribed application form and shall contain the recommendation of the head of the department or program.
4. Ordinarily no employee shall absent himself from work unless he has obtained prior sanction for the leave for absence.
5. Absence from duty without proper sanction will be deemed to be misconduct and will render the employee concerned liable to disciplinary action.
6. If any employee is absent without leave for eight consecutive days, or absent for eight days beyond the period of leave originally sanctioned or subsequently extended, he shall be deemed to have abandoned service Voluntary. The management may allow employee to rejoin service if an application is made in writing.
7. Leave will ordinarily begin and end on the dates sanctioned. All Saturdays, Sundays and holidays falling within the leave period will be counted within the leave.
8. Leave will be calculated on a prorata basis, and will include the actual period spent on duty in the calendar year. For arriving at the number of days spent on duty, the days availed of for casual leave will be taken into account, but not the days of absence on less of pay. No advance leave will generally be sanctioned.
9. Unconfirmed employees are not eligible for sick leave and maternity leave.
10. No Casual or substitute workers are not eligible for leave of any kind.
11. No leave can be encashed, except in case leave standing to the credit of an employee at the time of his leaving service, not exceeding 60 days.
12. An employee under suspension will not be eligible for any leave.
13. A record of all sanctioned leave shall be maintained in a register prescribed for the purpose.

TYPES OF LEAVE

- A. Casual Leave
- B. Sick Leave
- C. Maternity Leave
- D. Paternity Leave
- E. Mourning Leave
- F. Leave on loss of the pay.

A. CASUAL LEAVE

1. Casual leave is not an entitlement and cannot be claimed as right. It is granted by the Executive Director at its sole discretion.
2. Casual leave is meant to cover casual absence not exceeding three days at a time due to unforeseen emergencies, minor indisposition or urgent domestic work.
3. Casual leave cannot be combined with any other kind of leave.
4. Casual leave cannot be carried over from one year to another.
5. No employee may, except under unavoidable and exceptional circumstances, avail casual leave unless it has been previously sanctioned by the competent sanctioning authority.
6. In the event of unforeseen emergencies or unexpected minor indisposition, the employee should inform the Executive Director either by telephone or in writing of this inability to attend office. The prescribed leave application form should be filled in and the sanction of the competent authority obtained on resuming duty.
7. Casual absence should not exceed twelve days in a calendar year. Any absence over twelve days in a year will be liable to be treated as leave on loss of pay.
8. This leave is applicable for any employee after completion of at least six months

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B. SICK LEAVE

1. Employees who are confirmed as permanent employee in service are eligible to sick leave with full pay and allowances for up to fifteen days in a year.
2. Sick leave will be granted only for illnesses requiring medical attention and a treatment and complete bed rest as prescribed by a medical officer approved by the management.
3. Sick leave may be carried over and accumulated up to ninety days at time.
4. Sick leave will not normally be granted for less than three days at a time.
5. An employee who avails of prolonged sick leave of more than three days on production of the required medical certificate from a medical officer approved by the management will not be permitted to resume duty unless he produces a certificate of fitness from a medical officer approved by the management testifying to his ability to resume normal work.
6. Sick leave is not encashable.
7. In case of long illness which extended beyond 6 months, the employee's services will stand automatically terminated on medical grounds. He may be reemployed at the discretion of the management subject to satisfactory evidence being produced of his fitness to resume normal work.
8. This leave is applicable for any employee after completion of at least one year

C. MATERNITY LEAVE

1. Employees who are confirmed in service are eligible to avail Maternity leave for 90(ninety) days period.
2. Maternity leave will be granted on the basis of certificate from registered medical practitioner.
3. Maternity leave shall be granted for the two pregnancies only.

D.PATERNITY LEAVE

1. Male employees, who are confirmed in service, are entitled to paternity leave of 15 calendar days twice, after the delivery of the child.

E. MOURNING LEAVE

1. In case of death of a parent, child or spouse, employees be given mourning leave of 07 days each.

F.LEAVE ON LOSS OF PAY

1. Under extra ordinary circumstances, the Executive Director may on the recommendation of the administrator, grant leave on loss of pay to an employee.
2. Any period of leave on loss of pay will not count for increments and computation of leave.
3. The Executive Director may sanction leave on loss of pay up to 1 month. Any leave in excess of 1 month shall be sanctioned by the Executive committee.

15. ABANDONMENT OF SERVICE

14.1. If a staff member remains absent for eight consecutive days without prior sanction of leave or permission, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with affect from the date on which the absence commenced.

14.2. If a staff remains absent beyond the period of leave originally granted or subsequently extended, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced unless he/she (i) returns within eight days of expiry of the leave and (ii) gives a satisfactory explanation for his/her inability to return on the expiry of leave.

16. CESSATION OF SERVICE

15.1. The appointing authority may terminate the service of any permanent or temporary employee on administrative grounds in the interest of the association by giving one working months' notice or the equivalent of one month's salary in lieu of notice, provided that no such notice shall be necessary for termination of services arising out of misconduct.

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- 15.2. Any employee desirous of leaving the services of the association shall send a letter of resignation to the appointing authority giving one working months' notice, or the equivalent of one month's salary in lieu of notice.

17. RETIREMENT AGE

1. The Retirement Age for the confirmed employee is 60(sixty) years.
2. The Executive Committee may extend the Retirement Age of any employee up to 5(five) years or more, at a time for partly thereof, without any yearly increment for the extension period, if his/her service is assessed beneficial for the Association.

18. SETTLEMENT OF ACCOUNTS

An employee who is terminating his/her service with the Association shall settle all outstanding accounts and loans and shall hand over to the Administration all documents, files, records, equipment and other properties of the Association which are currently in his/her custody and shall obtain a clearance certificate to that effect. Failure to do so shall entitle the management to recover all such amounts or properties in any manner considered appropriate or expedient under the circumstances.

19. APPLICABILITY OF SERVICE, ADMINISTRATIVE AND OTHER RULES AND REGULATIONS

All staff are subject to and are bound by the rules and regulations and procedures relating to conditions of appointment, emoluments, retirement, leave etc. as they are in force at the time of their appointment and as they may be modified from time to time thereafter. When changes are made in the rules and regulations by the management, they shall apply immediately to all staff superseding the rules and regulations in force at the time of the appointment.

20. AMENDMENTS AND INTERPRETATIONS

- 19.1. The Executive Committee of Voluntary Health Association of Tripura has the sole authority to amend, modify or in any other way to alter these rules from time to time.
- 19.2. The Executive Committee of VHAT reserves the right to amend, modify or supersede any of the rules contained herein and to issue such orders or instructions as may be consider expedient and appropriate in specific cases.
- 19.3. Each employee will be provided with a copy of these service rules and with a copy of any amendment or modification there to and of any order or instructions which may be issued from time to time.
- 19.4. In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the Executive Director shall prevail subject to the final decision of the Executive Committee.

21. RESPONSIBILITY OF THE MANAGEMENT

The Executive Director or in his/her absence, the person authorized by the Executive Committee of VHAT shall be responsible for the faithful observance of these service rules.

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