

H.R. policy of HANDS organization

I. Contacting details of the Organization:

Name of organization : Human And Natural resources Development Society (HANDS)
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II. BACKGROUND OF ORGANIZATION:

The HANDS organization has constituted by a memorandum of Association in the year 1994. The organization categorically comes under a "None Govt. Organization (NGO)", registered under the registration of society's registration Act XXI of 1860. It has registered in District Societies registration office at Ananthapuramu on 4th November 1994 and its registration No: 1147 of 1994. Since 1994 it has been undertaking "Rural Development activities" with Empowerment of people through "Management of people's intuitions and net working".

HANDS is working mainly with the people under Below Poverty Line (BPL), small & marginal farmers Particularly working with the excluded social groups resource less Dalits, (SC, ST), Single women, HRGs (HIV/AIDS High Risk groups like FSW, MSM and TG) Minorities and backward Communities. Supporting people in their livelihood and interrelated to natural resources management in Eco friendly system.

III. NATURE OF OGRANIZATION:

It is none Govt. Organization (NGO) and not profitable (no gain no loss) organization. The organization has been working for bringing up people from under poverty-line of downtrodden sections in the society. So, the organization has been working with communities and made plans for the development of those communities. For that the organization will be prepare Development projects and submit to the Govt. (Central & State) and other Donner agencies in local as well as foreign country contributions.

IV. HUMAN RESOURCES & ITS IMPORTANT:

Source of human resources and form of group is an organization. Without Human Resources there is no meaning of organization.

V. LEVELS OF HUMAN RESOURCES IN THE ORGANIZATION:

i. Employment in the organization:

Human resources recruitment will be as following purposes;

- 1) Project implementing team for new projects
- 2) To fill a vacancies, if the existing positions will be vacant in the existing programs/projects
- 3) Expansion into new areas or opened new branches of the organization

Vacancies will be made known internally and externally in the organization. External appointments will be made sought, where suitable internal candidates are not available in the organization. The executive secretary announces all the vacancies in accordance with by the Executive body.

ii. Source of recruitments:

- 1) Word-of-Mouth/networks/website and other job placement websites
- 2) Advertisement by print and electronic media
- 3) Promotions by the eligible existing staff in the organization

iii. Selection process:

The whole selection process will be in two stages that are as follows;

Stage one :- 1. Written test for short listed candidates
2. Group discussions
3. Preliminary round of Interviews

Stage Second :- 1. Final round of Interview
2. Reference check
3. Induction & Placement

iv. Level of positions:

1. Project Director
2. Project Mangers, Project Coordinators
3. Accountants cum administrative and MIS officers
4. Organizers, outreach Workers/Extension Workers, drivers
5. Volunteers, Peer Educators, Para workers
6. Office assistant, House Keepers and Watchmen

v. Hours of Work:

The office working hours of the organization will be between 9.30 am to 5.30 pm with lunch interval from 1.30 pm to 2.00 pm. It will applicable to total 6 days in a week Monday to Saturday and Sunday will be official holiday. In case of staff requiring office time for their personal in emergence there will be primer permission by the line of the head. Late or early to the office, section may be taken from the line of head. A total of three late comings of one hour each are allowed per month and subsequent late comings will be treated as half a day casual leave. The Project Director will have discretion to waive this clause under exceptional circumstances.

vi. Leave policy:

Staff on contract with the organization will be entitled for leaves and Holidays which will be in accordance with the calendar year.

1. Holidays: The Executive Secretary will be declare the official list of holidays at the beginning of the calendar year after reviewing with the executive staff about the Government holiday list a maximum of 15 holidays per annum only.

2. Casual leaves: Staff has eligible for casual leaves total 12 days per annum. Unused casual leaves can't be accumulated and not will be extended for the next financial year. It can't be combined with sick leaves. Staff can't avail more than three casual leave at a time. If, there is visitors or very important work in the project or office that the casual leave not be applicable at that time.

3. Sick leave: Staff shall be eligible for 5 days sick leave per annum. Unused sick leave can't be accumulated and not will be extended for the next financial year. All the sick leaves will be applicable, when the Doctor's certificate produced and approved by the line of head. Otherwise, it will not be applicable.

4. Maternity leave: The maternity leave entitlement is as on the provisions of the maternity benefit Act., 1981 or any such Act that be in force from time to time. It is applicable for only 2 living children.

5. Paternity leave: Male staff within the first month of becoming a father will be entitled for a paternity leave of 6 days. It will be applicable only for 2 living children.

6. Loss of pay leave: Staff on leave without the same being approved by the concerned authority will be considered or treated as being on leave with loss of payment. Continuous absence for more than ten days without consent will result in disciplinary action including dismissal also.

7. Compensatory leave: Professional staff (level -1 to 4) that are required to attend work, training programs, workshops or meetings and tours on normal weekly holidays or declared holidays would be eligible for a maximum of one day compensatory leave per month. Compensatory leave cannot be combined with any other leave including casual leave.

8. Vehicle usage: Under normal circumstances, official vehicles should not be used for personal purposes. In exceptional cases, official vehicle should be used with the prior written approval of the project Director. The vehicle usage cost will have to be paid to the organization as per the fuel expenses only based on the vehicle compulsion per liter.

9. Miscellaneous: Official telephone calls will be reimbursable on presentation of bills only. Where a proof of expenses (bill, Ticket etc.) can be provided, expenses can be claimed only on submission of the same. However, claim of expenses up to Rs. 50/- may be allowed based on a self – declaration of incurring the expense.

vii. Annual Increment:

The professional/staff of the organization may be eligible for a performance based annual increment up to a maximum of 4% of basic pay.

A proper performance appraisal system shall be put in place which shall have provision to assess the average, good and excellent performance of staff during the year.

viii. Staff Selection / Termination:

A set of procedures are being followed for staff selection.

- An advertisement will be given in the daily news papers, mentioning the name of post, duties, experience, salary, requisite qualification.
- The received applications will be sorted out and short listed.
- Call letters will be sent to the short listed candidates to appear before interviewing body for written examination and oral.
- The body of interview consists of some of the selected Chief functionaries, some outsiders including Writers, Intellectuals, Social workers, Lawyers etc.
- A written exam will be conducted by preparing a question paper relevant to the subject.
- Oral exam will be conducted.
- The performance of the candidate will be adjudged by giving marks.
- The list will be prepared and first person will be selected.
- In case the first person is not willing for the terms and conditions the second person will be given the

ix. Opportunity.

Appointment letter will be sent to join in the duty.

At the time of joining MOU will be taken from the candidate by the concerned organization.

x. Termination:

Any misconduct on the part of any staff member specifically in the matter of finance, sexual harassment, dereliction of duty siphoning of funds etc will be viewed seriously. When, the issue brought to the notice of the office. Explanation will be asked from the concerned. If the explanation is reasonable, he will be let off with warning.

If the commitment is serious necessary ground enquiry is conducted, if the case is proved show cause notice is served. If there is no proper reply from the candidate termination order will be served by the concerned organization. Necessary arrangement will be made to fill up the vacancy caused due to the termination.

xi. Complaint cell:

The complaint cell is constituted with due representation of women. the complaint box is kept in the place having access to everybody. The complaint box is referred to the complaint cell. The persons in the cell will conduct necessary enquiry by summoning the concerned persons. The facts will be found and recommendations will be given to the Network. The Network will implement the recommendations of the cell. The presence and functioning of the complaint cell has build up confidence and ensured security and safety to the people working in the organization.

M.Narayana Swamy,
Executive Secretary,
HANDS