

# POLICY OF THE ORGANIZATION



**BINOBA AROGYA EVAM LOK SHIKSHANKENDRA**

Vill. Jai Krishana Nagar, P.O. Baday, Via: Islampur, Dist. Nalanda, Bihar

**BINOBA AROGYA EVAM LOK SHIKSHAN KENDRA**

Regd. No.- 195/87-88, FCRA No.-031340012/1988  
At- JaiKrishana Nagar, P.O.-Baday, Via-Islampur, Dist- Nalanda, Bihar, PIN- 801303  
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**Policy (HR,Gender,Finance,Personnel)**

**1. LEGAL STATUS**

- Registered under Society Registration Act, 1860 by I.G. Registrar, Govt. of Bihar, Patna. Registration No. 195 dated 14.08.1987.
- Registered under FCR Act, 1976 by Ministry of Home Affairs, Govt. of India, New Delhi. Registration No. 031340012 dated 06.07.1988. Valid till 2021
- Registered under 12(A) of Income Tax Act, 1961. Reg. No. VIII-OSD/51-1992-93.
- Registered under 49(A) of Income Tax Act, 1961. PAN AAAAB0762B.
- Niti Aayog Unique Id Number: BR/2017/0168348.

**Planning:** BALSK has moderate system of HR planning. Most of its HR planning focuses on its entire staff.

**Recruitment:** BALSK recruits its staff through advertising in the news papers. It conducts written test and viva- voce for selecting candidates.

**Deployment:** All the new recruits are subject to training where they are told about the mission, vision, organizational structure, processes and procedures. After that they are provided with job description.

**2. PERSONNEL POLICY**

**3. a) Purpose**

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

From the time of contract, 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 Managing Committee of the Organization deems it necessary. In such cases, employees will be fully informed of the changes made.

**1. b) Categories of Personnel**

All personnel working for the Organization are classified into the following types.

**1 .c) Employees**

Employees designate paid individuals who are given ongoing assignments, either part-time or full-time, subject to periodic evaluations and performance assessments and are paid on monthly basis. They will have the responsibility towards the day to day functioning and/or in any one of the ongoing/prospective projects of the organization. All the employees of the organization are classified into Management Category, Professional Category and Support Categories.

**1. d) Consultants**

Consultants are professional experts hired by this Organization on short-term basis only for completion of specific tasks and assignments related to the Organization or one or more of its projects.

**1. e) Personnel Files**

The Organization maintains a personnel file for each of the employees. These files contain confidential documents and are managed and maintained by authorized staffs.

## **1. f) Personnel Records**

BALSK maintains personal records of all employees. During appointment of the employee the photo copies of qualifications and experience are collected along with their joining report and they will be kept in their respective files.

### **4. Recruitment**

**4.1. Objectives:** Recruiting multilingual and multicultural competent staffs selected on the basis of the principles and practices of equal opportunities for all.

#### **4.2. Classification of Staff:**

a) **Regular:** Person appointed in a permanent vacancy and whose appointment has been confirmed in writing by the appointing authority.

b) **Temporary:** Person appointed for a fixed period or a specified purpose of work which is essentially of a temporary nature unless extended for a further specified period by mutual consent.

c) **Contractual:** The one who is employed on a contract due to his/her experience and expertise for a stipulated time or for a specific task or for a project on completion of which the contract shall be terminated. However, it may be renewed on the same or such other terms mutually agreed upon depending on the needs of the organization.

d) **Consultant:** The one who is hired for a specific task which requires professional competence and specialization when the organization requires external assistance / guidance such as evaluation, accompaniment, training, etc.

#### **4.3. General Criteria:**

a) For any post other than consultant, the person recruited should be below 60 years.

b) The minimum age for recruitment is 18 years.

c) The basic minimum educational qualifications should be matriculate for support staff. For others the minimum is graduation or as prescribed for the task.

d) BALSK will not permit child labor in any of the projects.

e) Any person recruited should not have any criminal background.

f) The candidates should have sound physical / mental health.

g) There is no discrimination against people with disability or HIV / AIDS.

#### **4.4. Recruitment Procedure:**

As per requirement the Managing Committee of BALSK advertises in local newspapers for recruitment of staff. The Managing committee that conducts written test and viva to empanel the successful candidates in the examination. The Secretary issues appointment letters to them.

#### **4.5. Staff Orientation**

All new employees will get an orientation about the organization's mission and strategies, its structure and the staff in it, the policies and conditions of employment, the internal rules and regulations, etc.

#### **4.6. Remuneration**

All employees of BALSK are entitled to salary/honorarium depending on their skills, qualification, and experience and as per the guidelines of funding agencies. Amount of salary/honorarium will be mentioned in the appointment letter.

## **5. Working Days and Hours**

### **5.1. Working Days**

The Organization follows a 6 days a week working schedule from Monday to Saturday and Sunday is considered a non-working day.

### **5.2. Office Hours**

The office shall remain open from **10 am.** To **5 pm.** All employees are expected to complete 7 working hours daily. There will be one hour lunch-break.

## **6. Travel Rules and Regulations**

### **6.1. Travel**

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted applies to all employees regardless of job category or status. It also applies to the consultants when mentioned in the agreement.

After reimbursable expenses are made, the person making an expense claim should use the appropriate forms available.

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached except for per diem. Justified expenses include:

### **6.2 Mode of Transport**

The Organization will pay the surface transport expenses (i.e. train/bus fare) as far as possible. If an individual uses personal vehicle for Organization related work, he/she can be reimbursed the actual fuel cost based on the mileage.

## **7. Leave and Holidays**

### **1. a) Leave**

#### **Procedures and Operational Aspects of Leave**

Availing of leave should be with proper leave application in the prescribed format of BASK, applied for at least two days in advance and after getting permission so that the work of the Organization does not suffer. Absence without leave application or due permission shall be without payment. The staff can get casual leave sanctioned up to 3 days by respective Project Coordinators. The Coordinators can get leave sanctioned up to 3 days by the Secretary and for leave above 3 days the Secretary of BASK or person authorized by the Secretary with the recommendation of the Coordinator has to sanction. Weekly or other holidays occurring during the leave period will be counted as part of the leave. Granting of leave will be the sole discretion of the competent person and depend on the exigencies of the Organization's work.

#### **Kinds of Leave**

##### **1. Casual Leave:**

All employees are entitled to **14 days'** casual leave in a financial year. Unutilized leave will lapse at the end of the year and are not en-cashable. However, under sudden or unforeseen circumstances, if an employee is unable to take prior approval for such a leave he/she is expected to communicate either telephonically or in writing on the same day. Every employee can avail only **3 days** of casual leave at a stretch with prior permission. Casual leave will not be combined with any other leave.

##### **1. Medical Leave:**

All employees are entitled to **15 days'** medical leave in a financial year to meet the medical attention needed. In the normal course, it is expected that the application reaches the office on the day one wants to avail of. If the medical leave is taken for more than two days at a stretch, documents like Medical Certificate should be attached with Application for Leave.

Any employee suffering from any type of contagious or infectious diseases shall on doctor's advice be sent on compulsory leave. This will be treated as special leave if the employee is

Falling short of her/his own leave. Similarly, in the case of long illness, the absence from duty will be treated in the same manner as in the case of those suffering from contagious / infectious diseases. However, the discretionary power on granting of such leave rests exclusively with the Secretary and in his absence the Coordinator and the decision is purely based on the merit of the case.

Taking of medical leave on false grounds with or without medical certificate, becomes an act of misconduct and will be called for appropriate disciplinary actions.

- **Maternity Leave:**

All expectant mother employees who have been working in BALS K for at least one year will be eligible for **60** days' maternity leave with full pay and allowances. This is applicable to both permanent and long term contractual employees. Further, a leave of **30** days, if needed, shall be granted without any payment. Further, this kind of leave is not allowed to an employee more than two times in her service period.

In case of miscarriage or other medical conditions related to gynecology a female employee shall be granted a special medical leave to a maximum of **10** days. The request for such leave must be supported by medical certificate from a qualified medical practitioner and accepted by the Secretary.

Maternity leave can be prefixed or suffixed by medical leave.

1. **Paternity Leave:**

The spouse of the expectant wife will be eligible for **7** days' paternity leave at the time of child-birth with full pay and allowances. This is applicable to both permanent and long term contractual employees.

1. **Study Leave:**

All employees aspiring to pursue their studies to upgrade their academic qualification or studies related to the works of the Organization could be granted leave on their examination days provided permission for the course of study is granted in writing by the Secretary prior to the start of the course process. Necessary documents like Admit Cards, Fees Receipts, Mark Sheets, etc. are to be submitted for getting this leave.

1. **b) Holidays**

All employees are entitled to specified days of paid leave due to public holidays. Public holidays are specified in advance by the Secretary in consultation with Managing Committee. Employees who are required to work on public holidays are entitled to compensatory days off. NGO will keep records of number of hours/days worked by its employees on public holidays. Request for compensatory leave shall be substantiated with this record and approved in advance by the Secretary.

## **8. Absences**

a) An employee who is unable to come to the office is required to notify the office of the reason for his/her absence.

b) Unauthorized absences are grounds for disciplinary actions. The following procedures shall apply:

i) An employee that has been absent for two consecutive working days without notice no explanations shall be personally sought of by the Secretary. He/she shall be asked to put in writing the reason(s) for his/her absence.

ii) If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.

iii) In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Secretary, the employee may be subjected to disciplinary actions.

## **9. Discipline, Misconduct and Separation**

### **9.1. Misconduct**

The following acts of misconduct are illustrative and not exhaustive and are to be considered as misconduct for which the employee will be liable for disciplinary action as per rules. Any violation of the Rules & Regulations of the Institution is a misconduct which needs to be corrected through disciplinary action by the management. Misconduct is enumerated as follows:

- a) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- b) Theft, fraud or damage of the Institution's work or property.
- c) Harming any employee because of personal enmity.
- d) Harmful use of substance within the premises and on duty.
- e) Taking or giving bribes or any illegal gratification.
- f) Habitual absence without leave application and permission.
- g) Habitual breach of any law applicable to the Institution.
- h) Habitual late attendance.
- i) Riotous or disorderly behavior during working hours at the Institution.
- j) Habitual negligence or neglect of work.
- k) Striking work or inciting others to strike work.
- l) Criminal Activities.
- m) Any act subversive of discipline or good behavior either in the premises of the Institution or elsewhere, including at residential premises if provided by the management.
- n) Sexual harassment
- o) Misrepresentation of personal information
- p) Misappropriation of Organization's Funds
- q) Cancelling or postponing programs without information
- r) Use of abusive language at work place
- s) Maligning reputation of co-employees
- t) Association with other Organizations without permission
- u) Any form of activities that go against the Organization including criticizing it outside.

v) Taking bribe in any form from a client/beneficiary for any kind of favor/activities.

**The Process adopted for disciplinary actions are the following:**

a) Statement of the disciplinary problem.

b) Collection of full information on the case from all the concerned stakeholders.

c) Levels of disciplinary action – Oral Warning, Written Warning, Suspension, Demotion, Withholding of Increment or Salaries/honorarium, Termination of Service.

d) Application of appropriate penalties.

**9.2 Consequences of Misconduct**

**9.2.1 Suspension:**

i) On receipt of a report in writing the appointing authority may suspend an employee for any of alleged misconduct pending enquiry.

ii) The order of suspension shall take effect immediately on its communication to the employee. Charge sheet should be given within seven days.

iii) Leave will not be granted to an employee under suspension.

iv) During the period of suspension, the employee shall not leave station except with the written permission of the management.

v) The suspended employee will be required to mark attendance at the place and time mentioned in the suspension order.

vi) A suspended employee will get subsistence allowance subject to the conditions that he/she does not take up any employment during the suspension period.

vii) If a suspended employee fails to mark his/her attendance on any day he/she will not get subsistence allowance for that day.

**9.2.2 Subsistence Allowance**

i) Where the enquiry contemplated or pending, the subsistence allowance shall for the first ninety days from the day of suspension, be equal to 50% of the salary to which the employee would have been entitled if he/she were on leave with wages.

ii) On the conclusion of the enquiry if the employee is found guilty of the charges framed against him/her and an order of dismissal is passed, he/she will be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period and the subsistence allowance already paid to him/her shall not be recovered.

iii) The management may proceed to institute an enquiry in respect of alleged misconduct as set out here in above or in respect of any alleged criminal misconduct committed by the employee. The management shall not be stopped from proceeding with the enquiry even if criminal proceedings have been initiated against such an employee.

iv) If the employee has been found to be not guilty of any of the charges framed against him/her, the person shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he/she would have received.

### **9.3 Disciplinary Action**

The Secretary will take the disciplinary action against any employee. No order of punishment shall be made without the employee having been given an opportunity of explaining to the satisfaction of the management concerning the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the event, the management is not satisfied with such an explanation, and disciplinary action is contemplated, the Secretary will appoint an Enquiry Officer to conduct the enquiry.

### **9.4 Right of Appeal**

Any employee aggrieved by the decision of the management may file an appeal in writing to the Governing Body within fifteen days of the date of decision. The decision of the Governing Body shall be final.

### **9.5 Termination and Separation**

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 Management.

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 authorities on receipt of such notice 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) **In the event of separation from BALSJ the following documents are required:**

#### **a) To be received from staff.**

i) In case of resignation: Letter of resignation.

ii) No Claim Certificate.

iii) Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on the date.

#### **Experience Certificate**

However, BALSJ retains the right for withholding certificates in situation including failure on the part of staff to return BALSJ property or reconcile all outstanding payments, failure of staff to sign the No claim Certificate, if the staff has initiated legal action against BALSJ.

In the under mentioned cases, three warnings may not be applicable for employee's termination. Employment may be terminated for just cause and without notice after consultation with the Secretary of the organization for the following breaches in organizational Code of Ethics and/or Guiding Principles:

- Sexual harassment
- Performance of assignment(s) while under the influence of alcohol or Mind altering drugs.
- Theft
- Misappropriation of funds
- Abuse of organization equipment or materials
- Falsification of organization records



- Misrepresentation of personal information
- Illegal, violent or unsafe actions
- Abusive treatment of clients or co-workers, either physically or mentally
- Projecting negative image about the organization

## **9.6 Voluntary Resignation**

i) Personnel willing to resign from his/her post may do so by giving a resignation letter to the Secretary stating the reasons for resignation and the effective date of the same. One month's prior notice is required for such resignations.

ii) The date in which the resignation letter is received at the organization office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

The employee will be relieved if gets a government job or any other job with better remuneration than of the present or married and unwilling to work any longer or the health condition does not permit to work and on production of medical certificate or any other genuine cause the organization believes.

If they do not fulfill the above conditions, the employees will be relieved after repaying one month salary to the Organization.

## **10 FINANCE POLICY**

### **10.1 Fund Receipt**

Sources of Funds: The Organization receives funds from the following sources

- i) Income generating programs
- ii) Donations received from philanthropic organizations and individuals including foreign organizations
- iii) Grants in aid received from Central and State Governments.
- iv) Donation/Subscription
- v) Members fee/Contribution

### **10.2 Signatories to Cheque Books**

The Secretary and the Treasurer of the Organization will be signatories to the Organization's cheques.

### **10.3 Types of Accounts**

The following five types of accounts are maintained by the Organization including project wise separate accounts:

, i) FCRA Account, ii) Savings Account, iii) General Account

### **10.4. Fund Disbursement**

All payments are made either by cheque or by cash

#### **10.4.1. Payment by Cheque**

Crossed cheques will be issued for all the payments.

#### **10.4.2. Payment for Purchases**

Payment against purchases exceeding Rs. 10,000/- shall be made by cheque.

#### **10.4.3. Payment for Services Rendered**

1. **Payments for Staff Salary/Honorarium**
2. **Payment Calendar**

Staff salaries are paid within seven days following the completion of the month. Single bank statement and single Cheque will be sent to the bank with the names and account numbers of the staff members for depositing their salary in their respective accounts or if any individual not having bank account will be issued individual cheque.

#### **Staff payroll**

Staff Payroll (salary sheet) is prepared by the Accountant as the basis of payment. The staff payroll contains information on the employees' salary/honorarium for the month, allowances if any, deductions and net salary payable. The staff payroll is checked by the Treasurer and approved for payment by the Secretary.

#### **Advance Pay**

Advance payment is not given to the Organization employees. For travel purposes, Organization employees shall be given cash advances for expenses to be covered on official trips. Request for cash advances is prepared by the personnel concerned, recommended by the Treasurer or Project Coordinator and is approved by the Secretary. All cash advances for travel and program are to be liquidated within a week following the completion of the trip.

#### **Income Tax Deduction at Source**

The Organization will deduct tax at source where applicable as per Government rules.

#### **b) Payment for Contractual Services**

Payment for contractual services is done through cheque disbursements. The schedule of payment depends on the Terms of Reference (TOR) agreed upon by the personnel concerned and the Organization. Payments are covered by a Request for Payment Form prepared by the accountant and approved by the Secretary.

#### **10.4.4. Procedures for Fund Disbursements**

- All requests for payments are to be made using the appropriate forms.
- Requests for payments are to be properly substantiated with bills/receipts and essential documents.
- Requests for payments are prepared by accountant and submitted to the Secretary for checking and approval.

### **10.5 Book Keeping and Recording**

#### **10.5.1 Book Keeping**

The recording system of the Organization financial transactions allows to monitor bank balances, status of funds receipts and expenditures, and a comparative statement of budget vs. actual expenditure on a regular basis. The Organization will maintain records of fixed assets, petty cash book, stock register, disbursements, supplies, inventory, the use and maintenance of office equipment.

#### **10.5.2 Accounting**

The following sets of financial reports will be prepared by the Organization:

1. Quarterly financial reports will be prepared for review by each individual project coordinator of the Organization specific projects as well as of its core activities. This quarterly report will be reviewed by the Managing Committee of the Organization. Financial reports to donors will be submitted as prescribed in the agreement between the donor concerned and the Organization.

2. Annual Balance Sheet and Statement of Income and Expenditures will be prepared for each financial year.
3. Separate Annual balance sheet and statement of Income and Expenditures will be prepared for the foreign contributions.

#### **10.6 Auditing**

Books of Accounts of the Organization shall be audited annually by an independent auditor appointed by the General Body. Organization may hire internal auditor in order to streamline its accounting systems and procedures

#### **11 Formations of Committees**

The following committees are constituted for different program activities

Program Committee  
Financial Committee  
Purchase Committee  
Project wise Sub-Committee

#### **12 Performance Evaluation System**

Management will use the performance appraisal system based on the prescribed Format.

Management is responsible for ensuring that each employee's yearly plan has been developed and finalized and provided to the concerned employee by March 31. This will include all the requirements that have been identified by the concerned employee and the Coordinator of the Program and approved by the Management.

Coordinators will be responsible for conduction of Quarterly reviews in the month of April, July, October and January for each employee in their concerned sector for continued encouragement and feedback for improvement. The report will be submitted to the Management.

Management will initiate the yearly assessment review process and by 20th March all the employees should have completed their yearly assessment review.

By 31 March, Management should share the results of the review with the concerned employees

The employees who join during the year shall be eligible for participating in the performance appraisal in the year following the completion of their one year contract with BALS. However, for such employees their entire employment period since joining would be considered at their first performance appraisal.

If an employee fails to perform as per her/his performance plan, the Coordinators shall draw up a Performance Improvement Plan for the concerned employee for a period of six months in consultation with the Management and the employee. During this period the employee is expected to improve their performance along the defined parameters.

At the end of six months of Performance Improvement period, if the employee fails to meet the expected level of performance, the appointment of the employee may be terminated. In case of the permanent employees a memo will be given for a fixed period of time within which the employee needs to show her/his improvement, failing which the Management will take the ultimate decisions.

#### **PERFORMANCE APPRIASAL FORMAT**

##### **1. Details of the Appraise:**

Name of the Appraise:

Date of joining:

Name of the Project:

Designation:

## 2. Achievements against Planned Objectives

Last 12 Months Objectives

Achievements

Reasons for Variance

## 3. Major Contributions made during the year

## 4. Evaluation of Key Areas

	Rating			
S. No	Parameters	Self	Program Director	Secretary Total
	Subject Knowledge			
	Interest in updating knowledge			
	Promptness & Timeliness			
	Fulfilling the works as per the job description			
	Innovativeness			
	Ability to mobilize Stakeholders			
	Having long term perspective on developmental issues			
	Communication skills			
	Documentation skills			
	Understanding the Ethos of BALS K			
	Promoting Organization Culture			
	Initiative and Leadership			
	Team work and participation			
	Networking and Collaboration skills			
	Commitment to the Poor			
	Transparency in dealings			
	Trustworthiness and dependability			
	Skills in Advocacy and Lobbying			
	Accountability in money matters			
	Moral Character and Integrity			
	Total Score			

## 5. Training Needs and Improvements needed

Signature of Appraise:

Project Coordinator

Secretary, BALS K

Date :

Date :

Date :

Section- B

CONFIDENTIAL

(To initiated by the Secretary)

Overall Score: 5 – Excellent, 4 – Very Good, 3 – Good, 2 – Poor, 1 – Very Poor

Remarks:

Confirmed / Extended Probation for one year

Signature of the Secretary, BALS K

Dated:

## 13 FIXED ASSETS POLICY

### **Purpose**

To carry out its activities, the Organization needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed and maintained in good condition. These goods include stationary, tables, chairs, shelves, computers and related accessories. The Fixed Assets Policy will aim at:

- Precise identification of goods that are part of the asset base;

- Sensible use of goods;
- Taking of periodic physical inventory;
- Effective maintenance of goods;
- Replacement of goods when required.

### **Procedures**

At the Organization, the management of material resources is the responsibility of the Accountant and Administrative officer. The procedures involved in managing these resources are

- receiving and recording goods;
- using goods properly;
- maintaining goods;
- taking inventory of goods;
- Disposing of goods.

Material resources are managed by means of records or files.

### **Asset inventory**

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods.

Inventory is usually done once a year and is the responsibility of the finance division.

### **Procedures for making inventory**

The inventory procedure is composed of the following steps:

#### 1. Creation of record cards on

- Type of item
- Description of item
- Identification code
- Service user
- Assigned location
- Previous placement of item
- Notes on condition of item
- Record updating
- Minutes of physical inventory

#### 1. Final removal of an item

#### 2. Replacement of an item

#### 3. List of annual needs

### **Removal of items**

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

- Steep rise in operating or maintenance expenses;
- Excessive cost of repair;
- Any other objective reason.

The Secretary should give the authorization to take out or transfer or dispose of any items, and that should be noted in the book of assets

## **14 COMMUNICATION POLICY**

### **Purpose**

The purpose of this policy is to control and reduce the communication cost in an effective way. Telephones are the most convenient and fastest mode of communication but for long distance communication, they are expensive.

There are other modes for fast communication such as courier, fax or e-mail. And out of these, e-mail is fast and more affordable. The Organization prefers to use e-mail for out of station correspondence to reduce the communication costs. Telephones can be used for local calls and in emergency for national & international long distance calls. Internet service at the office can be used to download items and send email and to conduct work-related research.

### **Guidelines**

The Organization provides the following guidelines to its staff to control telephone use.

- a) Telephone users are requested to keep their conversations short in order to keep the cost down and to keep the lines open for other people in and outside the office that need to use the telephone.
- b) In general, employees should avoid using phones for non-official calls and are encouraged to use STD/ISD facilities available outside the office. However, the non-official calls will be billed to employees at prevailing rates. To keep track of such calls, a record sheet is provided to each employee working in the office in order to make it easier to remember the long distance calls (STD / ISD). All long distance calls should be recorded on this sheet along with all required information and submit to the finance division each month.
- c) In order to minimize communication costs as much as possible, email should be used rather than fax or direct long distance calls.
- d) Copies of all in-coming and out-going official communications (fax, letters sent or received) should be filed. The employees sending / receiving important e-mails should be responsible to print and file such e-mails.
- e) Efforts should also be made to keep fax messages short and to send long documents by fax only in urgent cases.
- f) Regarding international phone calls, the need for the official call should be discussed verbally with the Secretary, unless exceptional circumstances make this impractical.

### **COMPUTER POLICY**

The Organization seeks to effectively manage the computer system for guiding the use, maintenance and security of the computer equipment. Employees are responsible for ensuring that the procedures and policies suggested here are followed.

#### **Use**

Using computer equipment requires special care because of its fragility and high cost. Access to the equipment should thus be strictly reserved to Organization employees only. The employees who are unable to handle commonly used software will be given an orientation by the senior staff on request. At least one Organization employee will be trained in handling minor maintenance of computers and accessories at the office.

#### **Security**

- a) In order to safeguard the computers against viruses, the external drives (CDs/DVDs/floppies/pen drives) already at the Organization office are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with latest anti-virus software.
- b) In order to safeguard computers from viruses, antivirus software has been installed in the computers. The virus list for this program should be updated on a regular basis. It is a duty of the employee who has been assigned a computer to update the virus list on her / his computer.
- c) There should be at least two backups of all important documents. One copy should be on the hard disk of the computer assigned to the concerned employee and a second copy on a CD/DVD kept in the office.

d) The computers of the Organization should normally be used by its employees. Consultants and volunteers should seek prior permission of Organization employee before using his/her computer in the office

### **Back-ups of Documents**

In order to safeguard important documents and other work done by the staff, the back-up directory of the employee shall be backed up on CD/DVD once every month and the CD/DVD stored by the employee.

## **15 PROCUREMENT POLICY**

### **1) Purpose**

The purchase of goods and services is necessary for smooth operation of the organization. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

### **2) Methodology**

The Organization shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall be considered. The Organization shall specify in the purchase file the reasons for which the lowest bid was not chosen.

For purchases of single item up to Rs. 5000/-, Quotation is not required.

For the purchase of more than one item up to Rs.10, 000/-- quotation is not required

For the Purchase of item above Rs. 10,001/- to above · Three quotation are required.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

### **3) Purchases**

Employees making purchases as part of the project activity or organizational work shall follow these mechanisms:

#### **Requisition Register/Form**

The employee requesting a purchase fills up the concerned form or necessary column in the Register, if approved by the Secretary and sends it to finance division.

#### **Order form**

The finance division issues the order form, after it is signed by the Secretary. The concerned employee or the finance division will make the purchase successful on the basis of the order form.

### **c) Delivery slip**

After the purchase has been made, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.

## **16 ATTENDANCE POLICY**

Attendance registers are maintained in all the places where staff works. When an employee comes for duty they have to sign in the register. A separate movement register is maintained in all the offices and staff will enter the date, time and purpose they are leaving the office for. In this attendance policy, the notification requirements are stressed. Excuses are reviewed and excessive absenteeism is a disciplinary issue.

## **17 INTERNET AND EMAIL POLICY**

Choice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Organization activities. Some job responsibilities at the organization require access to the Internet and the use of software in addition to the Microsoft Office. The only people appropriately authorized by the organization may use the Internet or access additional software.

### **Internet Usage**

Internet use is authorized to conduct organization activities only. Internet use brings the possibility of breaches to the security of confidential organizational information. Internet use also creates the possibility of contamination to the system via viruses or spyware. Spyware allows unauthorized people, outside the Organization, potential access to the Organization passwords and other confidential information.

Removing such programs from the organization network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of working hours appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may organization computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical or non-business – related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment

### **E mail usage at Organization**

Email is also to be used for organization activity only. Organization's confidential information must not be shared outside the organization, without authorization, at any time. You are also not to conduct personal activities using the organization's computer or email.

Keeping this in mind, the employees should consider forwarding non-business emails to associates, family or friends. Non-activity related emails waste organization's time and attention.

### **Discriminating Emails**

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at the organization. Sending or forwarding non-activity emails will result in disciplinary actions that may lead to employment termination.

### **Organization owns employees' Email**

The organization owns any communication sent via email or that is stored on organization equipment. Management and other authorized staff of the organization have the right to access any material in email or on computer at any time. The employees do not consider electronic communication, storage or access to be private if it is created or stored at work.

## **18. Gender Policy**

### **Objective**

Gender equality and equity are central to BALSKE's being and doing.

### **Strategies**

- ✚ Ensure that specialized gender functions are in place and adequately resourced.
- ✚ Build a common understanding around gender through induction and training.
- ✚ Ensure that all training across the Organization is gender-sensitive.
- ✚ Recognize knowledge related to gender concerns and gender-related analysis as one of the core areas of capacity for staff and build capabilities throughout the Organization
- ✚ Make all HR systems and policies gender-sensitive and responsive, and integrate gender indicators into staff objectives, accountabilities and performance management systems.
- ✚ Prioritize gender sensitivity in all terms of reference, including TORs for external consultants.



- ✦ Determine the nature, structure and causes of gender imbalances in staff throughout the organization and set targets for recruitment, retention and promotion of staff accordingly, particularly women in senior positions.
- ✦ Develop strategies for reaching those targets, including:
  - affirmative action;
  - career development opportunities including development posts, training and internal promotion;
  - family friendly and flexible working policies to allow staff to fulfil caring responsibilities (including job-sharing, maternity, paternity and parental leave, and policies on childcare provision and/or subsidies for staff);
  - sexual harassment policies;
  - safe and secure transport and accommodation when travelling, particularly for women staff; and
  - Equal pay for work of equal value.
- ✦ Use information technology to facilitate home working, flexible working hours and virtual working to strike a balance between home responsibilities and work;
- ✦ Ensure that staff access to and use of information technology is gender equitable.

These Rules and Regulations may be amended or altered or rejected at any time by the Governing Body and shall be superseded by such amendments. Amendments, if any, shall be communicated to all employees by a circular issued by the Secretary.

Approval on 02/06/2020 by the Board of Management Committee

Thank You

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Secretary  
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