



## HR POLICY

**KUTUMB SAMAJOTTHAN EVAM PUNARWAS SANSTHA**

**REDG. NO. 1335/2002-03 FCRA NO. 136760167**

### HUMAN RESOURCE POLICY

#### LEGAL FORM

Kutumb is a non-governmental organisation registered in the year 2002-03 (No. 1335/2002-03) under society's registration act of Uttar Pradesh government, ministry of home affairs, govt. of India, under FCRA, number: 136760167, under 12A and 80G of the income tax act and in Neti aayog, govt. of India. Kutumb has good operating position, excellent MIS systems, accounting systems, adequate control system, and overall good management systems.

#### Planning

Kutumb has moderate system of HR planning. Most of its HR planning focuses on all its staff.

#### Recruitment

Kutumb recruits its staff through advertising in the newspapers. It conducts written tests and viva-voice 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.

#### Personal policy

##### Purpose

The purpose of the personal policy is to set down the policies, conditions, rights and obligations of NGO 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 Kutumb deems it necessary. In such cases, employees will be fully informed of the changes made.

#### Categories of personnel

##### A) 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



organisation. All the employees of the organisation are classified into management category and support categories.

- B) Consultants  
Consultants are professional experts hired by the NGO on short term basis only for completion of specific tasks and assignments related to the NGO or one or more projects.
- C) Personal files  
Kutumb maintains a personal file for each employee. These files are confidential and contains the documents and reports about the employee and are maintained by authorized staffs only.

#### Recruitment

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

#### Classification of staff :

- A) Regular: person appointed against 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 a task or 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 organisation.
- D) Consultants: 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. kutumb will identify a pool of such consultants in advance and review periodically.

#### General criteria of recruitment:

1. For any post other than consultant, the person should be bellow 60 yrs of age.
2. Minimum age for recruitment is 20 yrs.
3. The basic minimum educational qualification should be high school for support staff. For others graduation or as prescribed for the task.
4. Kutumb will not permit child labour in any of its project.
5. Any person recruited should not be from any criminal background.
6. The candidate should have sound mental and physical health.
7. In Kutumb there is no discrimination against people with disability or HIV/AIDS.



#### Recruitment procedure:

As per requirement the managing committee of Kutumb advertise in local newspapers for recruitment of staff. The MC constitutes a staff recruitment committee that conducts the written test and viva voce to empanel the successful candidates. The secretary of Kutumb issues the appointment letters to the selected candidates.

#### Staff Orientation Programme

All new employees will go through an orientation programme about the organisations mission and strategies, its structure and the staff in it, the policies and conditions of employment, the J.J rules and regulation and the internal rules and regulations, etc.

#### Remuneration

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

#### Working days and hours

##### Working days

Kutumb follows 6 days working rule from Monday to Saturday and Sunday is considered as a non-working day except for the staff involved in child care in Kutumb shelter home. The staff of Kutumb shelter home project are intitled for 4 days leave in a month which they can avail on going to visit there home.

##### Office hour

The office shall remain open from 10 am to 5 pm. All employees are expected to complete 7 working hours daily. There will be 1-hour lunch break.

#### Travel rules and regulations

##### 5.1 Travel

Staff members may be asked to travel away from their usual workplaces on authorised missions. The policy on payment of travel allowances adopted applies equally 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 voucher available in the office.



The expenses will not be reimbursed if proper justifying documents (original receipt) are not attached. Justified expenses include: fooding, lodging and convece charges.

## 5.2 Mode of transport

Kutumb will pay the surface transport expenses (i.e. train/bus fare) as far as possible. If an individual uses personal vehicle for NGO related work, he/she can be reimbursed the actual fuel cost based on the mileage. Some maintenance cost may also be paid if required. However, the private vehicle must be shared (in case of two-wheeler at least 2 members and in case of four-wheeler at least 4 members).

## 6. Leave and holidays

### 1. A. leave

#### Operational aspect of leave

Availing of leave should be with proper leave application in the prescribed format, applied at least two days in advance and after getting permission so that the work of organisation 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 co-ordinators. The coordinators can get leave sanctioned up to 3 days by the secretary. For leave more than 3 days, the application along with the recommendation of project coordinator, should be present to the secretary or the person authorised by the secretary. Weekly or other holidays occurring during the leave period will be counted as a part of leave. Getting of leave will be the sole discretion of the competent person and depend on the exigencies of the organisations work.

#### Kinds of leave

##### . 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, in case of 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.

##### . Medical leave:

All employees are entitled to 15 days medical leave in a financial year to meet the medical emergencies occurred. In the normal course, it is expected that the application reaches in the office on the day one wants to avail of. If the medical leave is taken for more than 3 days at a stretch, documents like medical certificate from a registered medical practionar should be attached with the application.

Any employee suffering from any infectious or communicable disease shall on doctor's advice be sent on compulsory leave. This will be treated as special leave if the employee is falling short of his/her own leave. Similarly, in case of long illness, the absence from duty should be treated in the same manner as in the case of those suffering from any infectious or communicable disease. However, the discretionary power of granting of such leaves rests exclusively with the secretary and in his absence the coordinator and the decision will be purely based on the performance of the employee and the merit of the case.

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

## . Maternity leave:

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

In case of miscarriage or other medical conditions related to gynaecology 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 registered medical practitioner and accepted by the secretary.

Maternity leave can be prefixed or suffixed by medical leave.

## . Paternity leave:

The spouse of the expectant wife will be granted 7 days paternity leave at the time of delivery with full pay and allowance. This is applicable to both permanent and long term contractual employees.

## . Study leave:

All employees aspiring to pursue their studies to upgrade their academic qualification or studies related to the work of organisation could be granted leave on their examination days provided permission for the course of the study is granted in writing by the secretary prior to the start of the course process. Necessary documents like Admit card, fees receipt, mark sheets, etc, are to be submitted for getting this leave.

## 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 MC. Employees who are required to work on public holidays are entitled to compensatory days off. Kutumb will keep records of number of hours/days worked by its employees on public holidays. Request for compensatory leaves shall be substantiated with this record and approved in advance by the secretary.

## 7. 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 absence are grounds for disciplinary actions. The following procedures shall apply:

- An employee that has been absent for two consecutive days without information to the secretary shall be asked for a written explanation for his/her absence.
- if after 7 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.
- In case where the employee cannot give any satisfactory answer to the cause, the employee may be subjected to disciplinary actions.

## Discipline, misconduct and separation

### 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 rules and regulations of the institution is a misconduct which needs to be corrected through disciplinary actions by the management.

Misconduct is explained as follows:

- Will full insubordination or disobedience, whether alone or in group with others, to any lawful and reasonable order of a superior.
- Theft, fraud or damage of the institutions work or property.
- Harming any employee because of any personal enmity.
- Harmful use of substance within the premises.
- Taking or giving bribes or any illegal gratification.
- Habitual absence without leave application and permission.
- Habitual breach of any law applicable to the institution.
- Habitual late attendance.
- Riotous or disorderly behaviour during working hours at the institution.
- Habitual negligence or neglecting the work.
- Striking work or inciting others to strike work.
- Criminal activities.
- Any act subversive of discipline or good behaviour either in the premises of the institution or elsewhere, including residential premises given by organisation.
- Sexual harassment.
- Misrepresentation of personal information.
- Misappropriation of organisations fund.
- Cancelling or postponing programs without information.
- Use of abusive language at work place.
- Maligning reputation of co-employees.
- Association with other organisations without permission.

- Any form of activities that go against the organisation including criticism at outside.
- Avoiding child protection policy.
- Taking or giving bribe in any form.

Process adopted for disciplinary action:

- Statement of disciplinary problem.
- Collection of full information on the case from all concerned stakeholders.
- Level of disciplinary action – oral warning, written warning, suspension, demotion, withholding of increment or salary or honorarium, termination of service.
- Application of appropriate penalties.

Consequences of misconduct:

Suspension:

- On receipt of a report in writing the appointing authority may suspend an employee for any of the alleged misconduct pending enquiry.
- The order of suspension shall take effect immediately on its communication to the employee. Charge sheet could be given within seven days.
- Leave will not be granted under suspension.
- During the suspension period, the employee shall not leave station except with the written permission of the management.
- The suspended employee will be required to mark attendance at the place and time mentioned in the suspension order.
- A suspended employee will get subsistence allowance subject to the conditions that he/she does not take up any employment during the suspension period.
- If a suspended employee fails to mark his/her attendance on any day he/she will not get subsistence allowance for that day.

### **Subsistence allowance**

- 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.
- 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.
- 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 proceeding have been initiated against such an employee.
- If the employee has been found to be not guilty of any of the charges framed against him/her, the persons 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.

## **Disciplinary action**

- The general 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 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.

## **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.

## **Termination and separation**

- Either party i.e. employee and management may terminate the service/contract of employment by giving 30 days' notice in writing or on payment of one month's salary in lieu of notice to the opposite party.
- Any employee found to be medically unfit for further service shall be liable to termination/discharge from service on the recommendation of the medical board constituted by the management.
- An employee may tender his/her resignation from the service of the institution by giving a notice in writing as 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.

## **In the event of separation from KUTUMB the following documents are required:**

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

- In case of resignation: letter of resignation.
- No claim certificates.
- 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.
- Other properties of KUTUMB in the possession of the individual. KUTUMB must provide following documents to staff as appropriate

### **Kutumb must provide following documents to staff as deems appropriate.**

- One-month notice in advance in form of a letter in the event of non-renewal of contract/termination/continuation.

## **Experience certificate**

- However, **Kutumb** retains the right for withholding certificates in situation including failure on the part of staff to return **Kutumb** property or reconcile all outstanding payments, failure of staff to sign the no claim certificate, if the staff has initiated legal action against **Kutumb**.
- In the under mentioned cases, 3 warning 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 of the following branches in organizational code of ethics and/or guiding principles:
  - Sexual harassment
  - Performance of assignments 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
- Projective negative image about the organization

## **Voluntary resignation**

- Person willing to resign from his/her post may do so by giving a resignation letter to the general secretary stating the reasons for resignation and the effective date of the same. One month's prior notice is required for such resignations.
- The date in which the resignation letter is received at the NGO 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 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 fulfil the above conditions, the employee will be relieved after repaying one month salary to the organization.

## **Finance policy**

### **Fund receipt**

- Sources of funds: the NGO receives funds from the following sources
- Income generation program
- Donations received from philanthropic organizations and individuals including foreign organizations and foreigners.
- Grants in aid received from central and state governments.
- Service charge received from hostellers/boarders/guesthouse.

### **Signatories to cheque book**

- The general secretary, voice secretary and the treasure of the NGO will be signatories to the NGO'S cheques. Money can be released by the signatures of the general secretary and any one of the other two.

### **Types of accounts**

- The following five types of accounts are mentioned by the NGO including project wise separate accounts:
- Saving account, current deposit account, fixed deposit account, recurring deposit account, FCRA account

## **Fund disbursement**

- All payments above 5000 Rs are made either by cheque or by cash or online.
- Payment by cheque - crossed cheque or bearer cheque will be issued for all the payments.
- Payment for purchases - payment against purchases exceeding Rs. 2000 shall be made by cheque.
- Payment for service rendered.

## **Payments for staff salary/Honorarium**

**Payment calendar:** staff salaries are paid within seven days following the completion of month through cheque.

**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 General Secretary.

- **Advance Pay**

Advance payment is not given to the Kutumb employees. For travel purposes, Kutumb 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 General Secretary. All cash advances for travel are to be liquidated within a week following the completion of the trip.

### **1. Income Tax Deduction at Source**

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

#### **1. Professional Tax Deduction**

The Kutumb is registered with Government for deduction of professional tax. It is renewing the registration every year. Professional Tax is deducted from the staff and paid to Commercial Tax Department.

#### **1. 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 Kutumb. Payment are covered by a Request for Payment Form prepared by the accountant and approved by the General Secretary.

#### **9.4.4. Procedures for Fund Disbursements**

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

### **9.5. Book Keeping and Recording**

#### **9.5.1. Book Keeping**

The recording system of the Kutumb 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 Kutumb will maintain records of fixed assets, petty cash book, stock register, disbursements, supplies, inventory, the use and maintenance of office equipment.



### **9.5.2 Accounting**

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

1. Quarterly financial reports will be prepared for review by each individual project coordinator/project-in-charge/project superintendent of the Kutumb specific projects as well as of its core activities. This quarterly report will be reviewed by the Managing Committee of the Kutumb. Financial reports to donors will be submitted as prescribed in the agreement between the donor concerned and the Kutumb.
2. Annual Balance Sheet and Statement and Expenditures will be prepared for each financial year.
3. Separate Annual Balance Sheet and Statement Income and Expenditures will be prepared for the foreign contributions.

### **9.6. Auditing**

Books of Account of the Kutumb shall be audited annually by an independent auditor appointed by the General Body.

Kutumb may hire internal auditor in order to streamline its accounting systems and procedures

### **10. Formation of Committee**

The following committees are constituted for different program activities

1. Program Committee
  2. Financial Committee
- Purchase Committee
    1. Projects wise Sub-Committee

### **11. 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 provide to the concerned employee by March 31. This will include all the requirements that have been identified by the concerned employee and 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 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 process and by 20<sup>th</sup> 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 contact with Kutumb. 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/Superintendents shall draw up a Performance Improvement Plan for the concerned employee for a period of six months in consultation with 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 Project:

Designation:

2. **Achievements against Planned Objectives**

Last 12 Months Objectives	Achievements	Reasons for Variance
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3. Major Contributions made during the year

4. Evaluation of key Areas

5. No Parameters	Rating	Program	Secretary	Total
	Self-Director			

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 Ethics of KUTUMB

Promoting **Kutumb** 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 General Secretary, KUTUMB

Coordinator/Superintendent

Date: Date: Date:

Section-B CONFIDENTIAL

(To initiated by the General 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 General Secretary, KUTUMB

Dated:

## 12. FIXED ASSETS POLICY

### **Purpose**

To carry out its activities, the **Kutumb** 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 assets base;
- Sensible use of goods;
- Taking of periodic physical inventory;
- Effective maintenance of goods;
- Replacement of goods when required.

## Procedures

At the **Kutumb**, 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;
- Taking inventory of goods;
- Disposing of goods.

Material resources are managed by means of records or files.

## Assets 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
  - Types of item
  - Description code
  - 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 General 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

## 13. COMMUNICATION POLICE

### Purpose

The purpose of this police 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 **Kutumb** 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 **Kutumb** provides the following guidelines to its staff to control telephone use.

1. 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.
2. B) In general, employee 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 finance division each month.
3. C) In order to minimize communication costs as much as possible, email should be used rather than fax or direct long distance calls.
4. 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-mail should be print and file such –mail. A copy should go in the central file system.
5. E) Efforts should also be made to keep fax messages short and to send long documents by fax only in urgent cases.
6. F) Regarding international phone calls, the need for the call should be discussed verbally with the General Secretary, unless exceptional circumstances make this impractical.

## 7. COMPUTER POLICE

The **Kutumb** 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 **Kutumb** 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 **Kutumb** employee will be trained in handling minor maintenance of computers and accessories at the office.

### Security

1. A) In order to safeguard the computer against viruses, the external drives (CDs/DVDs/floppies/pen drives) already at the **Kutumb** 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 a latest anti-virus software.
2. 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 duty of the employee who has been assigned a computer to update the virus list her/his computer.
3. 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.
4. D) The computers of the **Kutumb** should normally be used by its employees. Consultants and volunteers should seek prior permission of **Kutumb** employee before using his/her computer in the office.

### Saving documents in the Computers

In order to streamline the procedure to save documents in the computers and to make it easier for people to find documents and make back-ups of important documents, each employees should have a C:/my documents directory in his/her computer. This directory should be broken down into sub-directories to facilitate of important documents. Each employee will include a copy of all their important documents to be backed up on a directory entitled backup.

### 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 month and the CD/DVD stored by the employee.

## 15. PROCUREMENT POLICE

### 1) Purpose

The purchase of goods and services is necessary for smooth operation of the **Kutumb**. The aim of the internal control system for the supplying of good 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 **Kutumb** shall follow certain methods in purchasing goods, equipment and services required for the needs of the **Kutumb** or its projects. Use of competitive bidding shall be a priority practice. The first criterion 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 **Kutumb** shall specify in the reasons for which the lowest bid was not chosen.

For purchases of single item up to Rs. 10000/-, Quotation is not required.

For the purchases of more than one item up to Rs. 20,000/-, Quotation is not required.

For purchases of item above Rs. 20,001/- to 5, 00,000/- Four 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 **Kutumb** work shall follow these mechanisms and are bound by society law to take approval by Purchase Committee. :

### 1. Requisition Register/Form

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

### 1. Order form

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

### 1. Delivery slip

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

## 16. ATTENDANCE POLICE

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 police, the notification requirements are stressed. Excuses are reviewed and excessive and excessive absenteeism is a disciplinary issue.



## 17. INTERNET AND EMAIL POLICE

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

### **Internet Usage**

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

Removing such programs from the **Kutumb** 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 **Kutumb** 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.

### **Email usage at Kutumb**

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

Keeping this in mind, the employees should consider forwarding non-business email to associates, family or friends. Non-activity related email waste **Kutumb** 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 **Kutumb**. Sending or forwarding non-activity emails will result in disciplinary actions that may lead to employment termination.



### **Kutumb owns employees' Email**

The **Kutumb** owns any communication sent via email or that is stored on **Kutumb** equipment. Management and other authorized staff of the **Kutumb** 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. Staff Welfare Scheme**

1) **Employees Provident Fund:** KUTUMB has been registered with Employees' Provident Fund **Kutumb** India, Ministry of Labour & Employment and Government of India towards welfare of its staff following the rules and regulation of the **Kutumb**.

2) **Gratuity:** This very facility is also available towards of its staff.

3) **Loan for staff:** This facility is also available to its staff for education of his/her ward or for personal treatment or for treatment of the spouse/ward.

### **19. Jurisdiction and Amendments**

The Institution can sue and be sued only within the jurisdiction of Courts of District Head Quarters, as the registered office of KUTUMB is in the District of Varanasi. All disputes arising from the Rules & Regulations as outlined in will be settled only within the District.

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 General Secretary.

**The Human Resource Policy is approved by the Managing Committee of Kutumb Samajothan Awam Punrwash Sanstha. Vill/Post Chiwrapur Babatpur Varanasi 221204**

**Registered Office:**

**Kutumb Samajothan Awam Punrwash Sanstha.**

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