



# Human Resource Policy

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## HR POLICY (Amended 2024 – 2025)

### Association for Rural Planning and Action (ARPAN)

#### SERVICE RULES

ARPAN is a voluntary grass-root organization registered under the society registration Act 1860.

The organization works through the projects funded by respective funding agencies for a defined period of time.

The procedures for appointing staff for projects:

#### Applicants & interviewing:

The administration section will receive applications & CVs. Qualified candidates will be interviewed by either the board members or the core team of the organization.

Appointments will be made on the basis of the project requirement and contracts will have to be signed by the appointed staff. Contract will be signed for one year and extended as per the performance of the staff and project output. Refer to the staff contract document.

#### Salary / Consultancy:

Salaries / Consultancy will be paid as per the qualification and capacities of the staff and as budgeted in the project. In case of non fulfillment of all the necessary qualification the staff / consultant will have to undertake the responsibility to complete the assigned work keeping the quality and time period in view. Increments will be as per the norms of the project.

Salary / consultancy will be paid as and when budget is received from the funding agency, in case of delay the organization will not be in a position to give salary / consultancy. Work done during the period will be paid as and when the budget is received. In case of no work done or absent from work – salary / consultancy will be deducted. Otherwise salary will be paid during the first week of every month.

#### Final payment:

In case of leaving the organization or at the end of the financial year March – final payment will be made in accordance with the leave policy, dues and advance taken.

Final payment will be made after the staff has submitted the resignation or leaving application to the organization.



### **Issuing of experience certificate:**

An application to the Director has to be given for issuing of experience certificate, which will be given with a week of the submission of such a letter.

### **Acting position:**

When a vacancy occurs in a project, the Director may choose to appoint a staff of the organization to "act" in a capacity necessitated by the vacancy while a search is conducted or new appointment is made (1 month). The "acting" appointment may last until then and consultancy will be paid accordingly.

**Telephone allowance:** Staff / consultant will be paid mobile recharge allowance as per project budget norms. A minimum of Rs.150 to Rs. 200/- will be paid if and when budget permits. The staff / consultant will submit the bill / voucher of the same.

**DA:** Project staff will be provided DA as per the project budget It will not be more than @Rs.50/- per day, when staff is in the field from 10am to 2 pm.

**Travel:** The traveling employees shall be sensitive to the mission and value system of ARPAN. Travel shall be within the limits of the sanctioned project budget. The employees shall be modest especially taking into consideration the local conventions of the area of visit.

A travel plan need to be submitted at the office outstation tour, should be requested at least 3 working days in advance and can be taken from the office on the day before commencement of travel.

Travel for field work will require filling of travel form along with travel report.

In case of personal vehicle / organization vehicle, the log book need to be filled in on daily basis. Travel reimbursement will be made as per the norms. Kindly refer to vehicle Policy.

### **Staff attendance & Movement register:**

- Attendance register has to be filled in on a daily basis.
- Staff going to the field has to enter the movement register - date, timings, place and purpose of visit, on daily basis.

### **Monthly staff meetings:**



- Staff meeting will be held on the second Saturday of every month. Each staff has to report on the progress of the previous month and submit plan of the next month
- It is compulsory to attend the staff meeting, absentee without reason will be considered as indiscipline. Progress, constraints and challenges will be discussed

**Group Insurance:** The organization will provide group accidental policy to all its staff / consultant as per the project budget norms.

**Fixed Asset insurance:** All the fixed and moveable assets of the organization will be covered under fire and theft insurance policy.

**Cash insurance policy:** The organization will keep cash in the office of a total amount of Rs. 30,000/-

## LEAVE POLICY

### Provisions:

1. Casual Leave 7 days per year
2. Medical Leave 12 days per year (on production of Medical certificate from MBBS doctor)
3. Earned leave 24 day in a year (work done on Sundays or holidays)
4. Festival Holiday 12 days per year (which will be approved by the Secretary)
5. Maternity Leave will be allowed to female employees for a period of 3 months for which no salary / consultancy will be paid, as the organization will employ some one for that period.
6. Paternity Leave will be allowed to male employees for a period of 6 days, as the organization will employ some one for that period.

### Notes

1. Year means Financial Year (1st April to 31st March) for the calculation of all kinds of leave.
2. All Leave application will be approved at least two days before, by the coordinator and sanctioned by the Sectary.
3. LWP (Leave without pay) If any staff member proceeds on leave and does not report for duty on the stipulated date and extends leave without prior information, then the extra leave will be treated as leave without pay (LWP). It



will also be deemed as a break in service. Leave without proper information and approval from the authority concerned may be treated as a Leave without pay.

4. During probation (6 months' period) there will be no leave.

#### **Work Schedule:**

- Working days – six days in a week, with Sundays off days.
- Working hours at the office: 10 a.m. – 5 pm
- Field work: timings to be reported in the movement register.

### **VECHICLE / TRAVEL POLICY**

Field Travel cost and travel cost for organization related work is reimbursed to staff under the following terms and conditions :-

Organization vehicles (details annexed) are provided to support the staff in their travel and are to be used only by authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

- Organization vehicles may not be used for any other purpose than organization related activities.
- Organization vehicles may not be driven to personal use.
- Organization vehicle should be parked at the organization premises, not at home.

#### **Driver Licensing**

Organization drivers and anyone who is authorized to drive the organization vehicles must have a valid driver's license, issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

#### **Travel:**

- Advance travel cost is provided to all the staff as per the advance requisition form. Monthly travel expenditure is reimbursed to staff as per travel claimed by the staff and as per his / her movement for organizational work filled and approved by the Project Coordinator and sanctioned by the Secretary.



- Average for motorbike / scooty /two wheeler: Rs. 5/- per KM for Personal vehicle and no service / maintenance charges)
- Average for motorbike / scooty /two wheeler: Rs. 5/- per KM for organization vehicle and maintenance chares will be paid
- Average for Car: Rs. 15 / - km for organization vehicle and maintenance chares will be paid
- Average for car: Rs.20/- km for personal vehicle and no service / maintenance charges)
- Shared Jeep / shared taxi / bus as per actual ticket claimed.

**Following rules to be followed:**

If the employee is using a vehicle which is provided by organization :-

- Log book should be maintained.
- Amount will be sanctioned for fuel as per record of log book

