



Vidya Poshak
(Empowering Educational Community)

EMPLOYEE MANUAL

W.E.F.: 18th May 2009.
(With amendments up to 31 October, 2016)

Coordinating Office:
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Following Service Rules and provisions shall apply to all the employees of “Vidya Poshak”.

1 DEFINITIONS

- a) The manager includes the secretary or any other person duly authorized in writing, to exercise for time being all or any of the powers or functions of a manager.
- b) ‘Management’ means, members of E.C. or such other person having authority to manage the establishment.
- c) ‘Employee’ means person wholly/partly or principally employed for wages but does not include a trainee/learner.
- d) Organization: Organization means Vidyaposhak society.

2 CLASSIFICATION OF EMPLOYEES

2.1 “Permanent Employee” is an employee, who has been appointed on permanent basis under a proper “Letter of Appointment”.

2.2 ‘A probationer’ is an employee who is provisionally employed with a view to fill a permanent post, and is on trial to prove his/her suitability for holding the said post on permanent basis and one who has not completed 12 months of service or service period as decided by Management as probationer or such extended period of probation, and has not been confirmed in writing. However the management has at its discretion can relax, reduce or extend the period of probation.



2.3. “Temporary employee” is an employee who has been employed for the job which is essentially of a temporary in nature and likely to be finished within a specified period or for a specific period.

2.4. A ‘Trainee’ is an apprentice or a learner who is selected for training in any job or trade on a payment of stipend, for a specific period, on terms and conditions, as determined by the management from time to time.

2.5. A ‘Fixed Period Employee’ is one who is engaged for a fixed period and whose services will come to an automatic end on a stipulated date.

2.6 Categorisation of employees: All the employees are categorized as Senior Level Managers, Middle level Managers and Junior Level Operational Staff which is to be mentioned in the letter of appointment or in the subsequent letter of promotion if applicable. **(Amendment dated 2nd May, 2011)**

3a. APPOINTMENTS

3a.1 All appointments shall be made in the name of establishment under the orders of Secretary or by any officer of the establishment duly authorized.

3a.2 No other letter of appointment except as issued according to these rules shall be held as valid and binding on the management.

3a.3). Two references should be taken from every candidate and verified before issuing the appointment order (Amendment Dated 1st Jan. 2012).



3a.4). The Project leaders are authorised for issuing an offer letter to the staff members joining on temporary basis with an approval of the CEO
(Amendment Dated 1st Jan. 2012).

3b) Emails: (Amendment Dated 1st Jan. 2012)

3b.1) MIS department is responsible for creating the official E-mail IDs for all the staff members. Care has to be taken by the MIS department for the deactivation of the mail IDs of relived staff members.

3b.2) Every Employee will get an official E-mail ID of the organisation. All official transactions should be done only through this mail ID.

3b.3) No employee should delete any e-mail transactions (Either received or sent).

3b.4) Employee should not use this official E-mail ID for personal communications.

3b.5) Disclaimer statement should appear in every E-mail transaction.

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Vidya Poshak, 1st Floor, Yashoda Sadan. Vidyagiri, Dharwad - 580004, India, www.vidyaposhak.org.in

Sample Footer

NAME:

Designation:

Mobile: +91 _____ Office : 0836-2747357

Mission: "Empowering Educational Community".



4. HOURS OF WORK

4.1 The working hours of the establishment will be from 10.00 AM to 06.30 PM with a lunch break of hours from 2.00 PM to 2.45 PM in the normal course of days of working per week. However employees may be required to work beyond the scheduled time, depending on work exigencies.

4.2 Weekly holiday is on Sunday.

5. PUNCTUALITY

5.1 Every employee will observe punctuality with respect to efficient use of time. Those members coming after 10.15 am to office or leaving office before 6.15 pm or 1.45 pm, will have to apply for half day leave. If in a month, a member comes after 10.15 or leaves before 6.15 pm or before 1.45 pm for more than 3 times, it will be considered as full day leave from the fourth time onwards. Repeated delays in coming to office will have impact on performance appraisal. However it will be allowed once a month only under emergency situations with the prior approval of PLs/CEO. Punctuality will be the basic eligibility criteria for an employee to obtain increments in salaries every year. **(Addendum dated 20-9-2016).**

5.2. For any works to be attended before 10 am or at around 10 am, members should come to office, sign the attendance register and then move out to attend work. In case if this clause is violated, the members have to sign the attendance register with actual check in time. **(Addendum dated 20-9-2016).**



5.3. Every employee at the time of joining has to be provided Vidya Poshak Identity Card (ID Card). Wearing ID card on duty is mandatory for the entire employee. **(Addendum dated 31-10-2012).**

5.4. Business cards are issued to an employee depending on his/her services. These cards are to be used only for official purposes. **(Addendum dated 01-01-2013).**

6 LEAVES

6.1) Causal leaves (CL)

6.1.1 An employee may be granted 10 days of casual leave in aggregate in a calendar year. And such a leave shall not be for more than 3 days at a time.

6.1.2 Leaves taken immediately preceding or succeeding announced holidays shall be treated as part of Causal Leave (CL).

6.1.3 Causal leaves cannot be accumulated and unavailed casual leaves get lapsed at the end of calendar year.

6.1.4 Ordinarily previous permission of SUPERVISING OFFICIAL shall be obtained before the leave is taken, except in case of sickness/emergencies.

6.1.5 Management may refuse an application for casual leave on ground of exceptional pressure of work.

The following are additional clauses (Addendum dated 1st January 2010.)



6.1.6 Any employee proceeding on casual leave should take prior permission of their reporting officer at least three days in advance before proceeding on leave barring emergencies/health situations. However, in such case also the

official is expected to inform the reporting officer before 10:30 a.m. The same is to be ratified, by sending a mail on returning to the duty.

6.1.7 Employee before proceeding on leave, need to send mail to their respective reporting officer marking a copy to “info@vidyaposhak.org”.

6.1.8 Employees who are not using the mail services like “Attenders, Drivers, Vehicle In charges”, etc. need to submit the leave application in the prescribed format before proceeding on leave.

6.1.9 Employees who are going on leave should also intimate all their team members about their leave.

6.1.10 A separate Excel Sheet containing the details of leave taken during the month, available balance, etc need to maintained and the same will be

sent to Co-ordinating office on or before 3rd of every month. This is applicable to the branch staff.

6.1.11 **Half day casual leave (First Half or Second Half of the day)
(Addendum Dated: 9th August 2010).**



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- An employee may be granted ½ day leave (either morning session or afternoon session)
- Ordinarily the employee should take the permission of the supervising officer before taking leave. However, the exemption is allowed in exigency. But immediately after resuming work, the supervising authority should be informed and leave availed has to be ratified.
- The supervising official reserves the right to grant ½ day leave depending on exigency of the work.
- Always the mail should be sent to supervising official with copy marked to info@vidyaposhak.org for the maintenance of records.

6.2) Sick leaves (SL)

6.2.1 An employee may be granted 7 days of sick leaves in a calendar year.

6.2.2 Sick leaves can be combined with CL.

6.2.3 Request for grant of SL for 4 days or more shall be supported by a medical certificate issued by Regd. Medical Practitioner.

6.2.4 SL cannot be accumulated and un-availed Sick Leave gets lapsed at the end of calendar year.

6.2.5 SL facility stands withdrawn automatically in the event of applicability of ESI act /any other state or central act.

6.3 Earned leave (EL) (Amendment dated 14th Oct 2010.)

6.3.1 Every employee shall be entitled after twelve months of continuous service to EL with a full wages @ one day EL for every 24 days worked during last twelve months and not exceeding 15 days per year. EL admissible as above can be accumulated up to a maximum of 60 days. An



application for grant of EL should ordinarily be made at least 15 days in advance. Grant of EL depends on exigencies of work and employee cannot claim it as a matter of right.

6.3.2 EL can be combined with SL and not with any other type of leave

6.3.3 Intervening holidays will be treated as part of EL.

6.3.4 Minimum number of EL shall not be for less than 3 days.

- For all the eligible staff, EL will be credited to their account on 1st January for the completed calendar year.
- Eligibility for EL for new employee will be after completion of one year entry into service. However, EL will be credited on 1st January, this includes 15 days plus 1 day for every 24 days worked till 31st December of the concerned year from date of completion of one year of service. .
- In case of any employee leaving the organisation, as per HR policy, 1 EL for every 24 working day is credited from 1st January till the date of his/her relieving. This is in addition to his/her regular eligibility of EL for the previous calendar year completed.

6.4) Compensatory Leave (Addendum dated 1st May, 2013)

6.4.1. The employee working on any declared holidays due to exigency of work is entitled for compensatory leave.

6.4.2. Procedure of recording/depositing Compensatory Leave (All steps here by email only).

- The concerned official will inform his/her supervisor explaining the cause of compensatory leave.



- The supervisor will accept/reject the request.
- In case of acceptance of compensatory leave the supervisor has to inform tech support executive in VP coordinating office to record that into the leave management system.

6.4.3. Sanctioning: The same procedures, as in case of casual leave are to be followed regarding (i.e. applying, sanctioning etc.) compensatory leaves also.

6.4.4. Compensatory leave can be accumulated up to 5 days. **[Amendment dated: 1st March 2016]**

6.5) Paid Holidays (Amendment Dated 1st Jan. 2012)

Fifteen paid holidays comprising of 4 National and 11 Festival holidays are allowed.

Four National holidays are:

- 26th January – Republic Day
- 15th August – Independence Day
- 2nd October – Gandhi Jayanti
- 1st November – Karnataka Rajyotsava.

Eleven festival holidays are: Makar Sankranti, Mahashivaratri, Holi, Chandramana Yugadi, Ramzan, Ganesh Chaturthi, Ayudha Pooja, Vijaya Dashmi, Narak Chaturdashi, Bali Padyami and Christmas.

Following are the “Restricted Holidays”.

Good Friday, Bakrid, Moharam, Id-Milad.

6.6) Maternity leave



6.6.1 Confirmed women employee/women employees who have worked for a minimum of 240 days in preceding 12 months – the date of expected delivery are eligible for maternity leave.

6.6.2 Duration of maternity paid leave 12 weeks in case of normal delivery or 6 weeks in case of miscarriage. 50% of payment of maternity leave will be paid at the time of joining after maternity leave, and remaining 50% payment will be paid to women employee one month after joining duties.

6.6.3 Women employee may avail maternity leave in two parts. i.e. 6 weeks maternity leave before the expected date of delivery and 6 weeks after the delivery.

6.6.4 Intervening holidays/weekly holiday's will be a treated as part of leave.

6.6.5 Grant of maternity leave depends on the understanding, that the concerned women employee, will join back for duties after the maternity leave. She shall give undertaking in writing to this effect.

6.6.6 Women employee claiming maternity benefit, required to produce from time to time. Proof of pregnancy final confinement, certified by qualified medical practitioner, etc., as required by the management.

6.6.7 Women employees are entitled to maternity paid leave, for maximum of two children only.

7 OBLIGATIONS OF EMPLOYEES

7.1 Every employee shall in accordance with the policy laid down by the management, perform his/her duties entrusted to them from time to time.



7.2 Employee shall not divulge any secret of the establishment to any outsider, confidential and bound to keep secret/all matters pertaining to the affairs of the establishment.

7.3 All Books, records and articles belonging to the organization, shall remain in the office premise, employee shall see that these are safely kept and maintained in their proper places.

7.4 Employee shall not remove the books, record, and articles belonging to the management, from the premises, to any other place without the permission of the Secretary/Any other authorized person.

7.5 During his/her tenure of service employee shall, devote his whole time and attentions to the works/affairs of the establishment in all respects, and obey the orders of his superiors and faithfully serve for the cause of the establishment.

7.6 If any employee takes money in advance from the Management/accounts Dept. for the purchase of materials, or for any other purpose, he shall render account of the same within stipulated period as mentioned by the accounts department from time to time to A/c's Dept.

7.7 No employee shall enter into monetary dealings with his colleagues, subordinates etc.

7.8 Every employee shall observe courtesy and politeness.

8. ABSENCE AND ABANDONMENT OF SERVICE



8.1 If an employee is absent from work for 8 consecutive days or remains absent after the expiry of leave originally granted, or subsequently extended, shall lose lieu on job/post and shall be deemed to have left the services of the organization on his/her own, unless he/she returns to duty within 8 days of the due date, gives explanation in writing to the satisfaction of the management.

9 TRANSFER

9.1 Every employee shall be liable to be transferred from one place to another, from one department to another, or to work in sister concern, whether located in the same place or any where else, the existing at present or comes into existence and is set up in future, provided such transfer does not entail reduction in his/her total emoluments.

10 INCREMENTS AND PROMOTIONS

10.1 The promotion, Increments, etc of an employee will depend upon the performance at the work to the satisfaction of management. The recommendation of the Supervising Official will be taken into consideration by the management.

10.2 Performance Appraisal shall be carried out at least once in a year.

10.3 Increment will be granted at least after one year of confirmed service, thereafter annually on due date.



10.4 Head of the organization has discretionary powers to revise and increase the salary before the end of probationary period.

11 RESIGNATION

11.1 A confirmed employee may resign from the services of organization, after giving 90 days notice to management. However management at its sole discretion may accept the resignation earlier than the stipulated date. \

11.2 An employee on termination of his/her services with the management will handover their charges of all money, files, registers and other properties to the establishment before the full and final settlement of his accounts with the establishment if any.

12 RETIREMENT

12.1 An employee shall be liable to retirement on attaining the age of 58 years.

12.2 An employee shall be retired earlier on medical grounds if becomes physically or mentally unfit.

13 AMENDMENTS

13.1 Management, at its discretion, may alter, add or delete any of the clauses any time to these services rules, according to the requirement of the establishment and including the following.

- 1) Travel policies /Accommodation/ DA
- 2) Salary structure with scale



- 3) Salary advance
- 4) Other benefits to employees

14 TRAVEL RULES

14.1 These rules are effective from 18th May 2009 and they replace earlier rules (in this regard) of the organization.

14.2 Any employee proceeding on travel for official /organization duties will obtain prior permission from the concerned Supervising Official in the “ON DUTY SLIP”.

14.3 Based on the ON DUTY SLIP he/she will be entitled to draw traveling advance from A/c's Dept.

14.4 Employee will be entitled for obtaining reimbursement of expenses incurred towards actual fares for the modes of travel as specified below.

14.5.1 Senior executives, Board Members, Directors, Office bearers of the organization, CEO, are eligible to travel in First Class/Second Class AC in train.

14.5.2 Middle level managers i.e., project managers are eligible for 2nd class AC in train.

14.5.3 Junior level operational staff. Such as office Asst. clerks, Drivers, Office boys, etc., are eligible Second class sleeper by train

14.5.4 In exceptional cases, and depending upon exigencies of work, management may permit an employee to travel by higher class or by air.



14. A] VEHICLE USAGE [Amendment dated: 1st August 2009]

14. A.1) Officials at the level of Director and above or an official authorised for the purpose are authorized (henceforth called as Designated Officials - D.O.) to allow their departmental staff to utilize the office or hired vehicles.

14. A.2) There will be a Coordinator for office vehicle/s (who would be one of the D.O.) for regulating office vehicle movement. He/She will be deciding the allotment of the office vehicle with the assistance of vehicle staff.

14. A.3) The vehicle coordinator should set standard approved hiring rates with the assistance of senior vehicle staff which could be revised periodically. Any deviation from the standard approved rates is not allowed unless there is a prior permission from the coordinator.

14. A.4) Any official other than D.O. has to get prior permission from their respective Directors to book/utilize the office or hired vehicles.

14. A.5) Halting: The D.O. while permitting usage of office/hired vehicles should take adequate care to avoid unnecessary halting of the vehicles outside the HQ.

14. A.6) Before permitting the use of office/rented vehicles the D.O. should weigh the costs v/s output of the work in respect of that particular trip and then can take an appropriate decision. Attention is drawn to the fact that use of office vehicles also costs an extra HR (Driver) and his/her allowances. At the end of the year the D.O. should ensure that the total travel related



expenses for a particular project must be within the limits of their respective approved budget.

14. A.7) For one to one point journey for a day and without halt, officials other than D.O. are required to travel normally by Bus/Rail.

14. A.8) Officials who travel in the Office vehicle/s should make the necessary entries in the log book of the respective vehicle present with the vehicle staff. The latter should get the log books countersigned by the respective D.O. periodically.

14. A.9) All the officials except D.O. are ordinarily expected not to use office/rented vehicles in their HQ.

14. A.10) Responsibilities of vehicle staff: Senior vehicle staff should assist the coordinator in all respects as mentioned above. He/she should ensure updating the necessary vehicle documents periodically such as insurance, tax, DL, etc. with the assistance of other vehicle staff. All the vehicle staff should ensure proper maintenance of vehicle with optimum costs.

15 LODGING

15.1 Lodging bill has to be produced wherever employee stays overnight and will be reimbursed for the actual expenditure incurred subject to upper limit as specified below.

Following Amendment is made in Lodging charges-Clause No.15.2 (Addendum dated 1st June 2012).



15.2. All the staff members are eligible to claim the lodging charges up to Rs.1000/- per day. In case the charges are more than the allowed limit prior permission to be taken from the CEO and against the production of appropriate bill. **(Addendum dated 1st June 2015).**

Clause No.15.3 and 15.4 is deleted. (Amendment dated 1st June, 2012).

16 DAILY ALLOWANCE

16.1 All the staff is entitled to Rs. 500/- per day daily allowance in Metros/State capitals and cities outside state and Rs. 300/- per day in other places on duty. Daily allowance is provided for meeting the expenses incurred by an employee on tea, breakfast, lunch/dinner, etc. while on duty outside their HQ.

16.2 For the purpose of calculation of Daily Allowance, the period from the time an employee leaves the HQ to the time he/she returns to HQ will be reckoned.

16.3 An employee remaining outside the HQ for more than 8 hours and halting will be entitled for Daily allowance for the full day. **[Amendment dated: 1st August 2009]**



16.4 An employee remaining outside the HQ for more than 8 hours and without a halt outside, will be entitled for Daily allowance of Rs.200/- **[Amendment dated: 1st June 2015]**

16.5 An employee remaining outside the HQ for 8 hours or less will be entitled for daily allowance for half day. (i.e. INR 150)

16.6 For the purpose of DA, Hubli and Dharwad is treated as one city. However, an amount of Rs.100/- is allowed for employees, who will travel between Hubli & Dharwad on official duty. **[Amendment dated: 1st March 2016]**

16.7 Whenever, the employee avails organization provided lodging & boarding facilities in full, employee will not be eligible for DA **[Amendment dated: 1st March 2016]**

16.8 General: Travel outside the country; Management has the discretionary power to permit an employee for undertaking travel outside the country.

17 CONVEYANCE ALLOWANCES

17.1 An employee, who is on duty outside his/her headquarters, will be eligible for reimbursement of conveyance expenses incurred, if any, on actual basis.

17.2 Ordinarily, no conveyance expenses are reimbursed while on duty in the headquarters, unless a permission is granted by the Supervising Official.



17.3 An employee appointed and having headquarters as metro city is entitled to get a fixed monthly conveyance as mentioned in his / her letter of appointment. This may vary from position to position. Society may insist on an employee to have his/her own/arranged vehicle depending on the nature of work. **(Amendment dated 24th February,2011).**

The following additional clause is added (Addendum dated 1st June, 2012.) Clause No. 17. Conveyance Allowances.

17.4. An official using his/her own vehicle while performing office duties, is eligible for reimbursement of the fuel cost. In each instance the employee (he/she) has to take the prior permission from the project leader, who heads the project. **(Amendment dated 1st June, 2012)**

17.5. In case the staff incurs organizational related expenses for food, travel and accommodation for stakeholders (Students, volunteers etc) then actuals can be claimed with an approval from Head of the organization. **[Amendment dated: 1st March 2016]**

18 STAFF WELFARE

These facilities are available for confirmed and those who have completed one year of service in VidyaPoshak.



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18.1. Children Education: Children of staff or in case of bachelor employee, his/her own brothers/sisters (who are also unmarried) can avail reimbursement of direct education expenditure in respect of them. The benefit is available up to two children/siblings. The reimbursement will be made on actual production of the school/college receipts. However, the total maximum reimbursement that can be availed all together should not exceed Rs. 6000.00 per annum.

18.2 Salary Advance: One month salary can be drawn in advance by applying in writing to the concerned authorities. Upon the sanction, the employee has to return it in six EMI's (rounded off to the nearest hundred). And this will be deducted in the monthly salary. This facility is available once in a calendar year.

18.3 Mediclaim (Insurance): The Mediclaim Insurance facility is available to all the employees and/or their spouse. The size of the insurance and other benefits will be decided on yearly basis.

18.4 Provident Fund: Organization will be shortly introducing Provident Benefit for certain section of the employees.

19 TERMINATION OF EMPLOYMENT

19.1 A confirmed employee can be discontinued terminated from the services of the organization by giving one month's notice/or one month's salary in lieu of the notice.

20. ATTENDANCE (Addendum dated: 1st January 2010)



In order to fulfil the legal formalities, the attendance register needs to be maintained compulsorily in all the offices.

20.1 A separate attendance register needs to be maintained for regular and contract employees.

20.2 One person needs to be nominated in each of the office including co-ordinating office, who will be responsible for maintaining the register.

20.3 If any employee goes on office duty out of station, the same shall be mentioned in the attendance register as OD.

20.4 The attendance register has to be marked with appropriate leave like CL, SL and EL on the particular date by the person nominated for the same.

21. Issue of appointment / relieving /experience certificate / Promotion / increments letters etc., (Addendum dated 28th July 10)

Appointment orders, relieving letters, experience certificate, promotion and increment letters are to be issued by Coordinating Office duly signed by CEO/Secretary after getting inputs from Human Resource department. This will not be applicable to temporary staff hired locally for a specific time period/projects. The “**Exit Report**” (Format attached) of the outgoing employee is to be taken by his/her supervisor in a sealed cover. The same is to be sent to HRD, Dharwad.

22. Welcome and Send Off functions (Addendum dated: 28th July 2010)



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Welcome and Send off functions of new and relieved staff be arranged in groups (welcoming of the new staff and sendoff etc.,) rather than having isolated functions. The concerned project head shall inform the admin department before fixing of any such function so that possible grouping of the functions can be done.



23. PROFORMA of OFFER LETTER:

To

Date:

Mr/Ms..,
.....
.....

Dear Mr./ Ms.,
Sub: Offer letter

With reference to your application for employment in our organization/establishment and subsequent interview held on....., we are pleased to offer you an appointment as

You will be on probation for a period of one year from the date of your joining services. If your services are found satisfactory, you will be confirmed in your service in writing. During probation period you will be paid compensation of **Rs./-per month**. In addition you will also be eligible for allowances as applicable from time to time and as decided by the organisation.

You will attend all the Capacity Building Training programs organized under the project. You will commit a **minimum of**years of service with Vidya Poshak.

We expect you to join us on or before You will abide by the prevailing policies of Vidya Poshak. The letter of appointment will be issued at the time of your joining, which will contain the terms and conditions and job profile of your appointment in detail.



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This offer of appointment is issued, based on the information you have given in your application to the organization and shared at the time of official interview.

Please confirm your joining date on or before.....by return email / post.

We wish you all the best.

Thank you,

CEO, Vidya Poshak

Note:

- 1) We also require your PAN No. (Please apply if you don't have already)
- 2) At the time of joining please bring the necessary documents such as your academic certificates, experience certificates, salary slips and 2 recent color PP size photos etc. (Original+2 sets of photocopies.)



24. PROFORMA FOR APPOINTMENT LETTER*

(Probation/Permanent Basis)

LETTER OF APPOINTMENT

To,

Date:

Mr. /Ms.....

Dear Ms. / Mr.....

Ref: Your interview with us on.....

Sub: OFFER OF APPOINTMENT

With reference to your application for employment in our organization/Establishment and subsequent test and interview you had with us, we are pleased to offer you this letter of appointment with the terms of appointment being as follows.

A) Terms and conditions:

I. You will be designated asunder the category..... and you will be on roll of Vidyaposhak with effect from

II You will now be associated with undertaken by Vidyaposhak until further orders.

III You will be on probation for a period of one year from the date of your joining services.



VI. If found necessary, probation period may be extended at the discretion of the management, or may be dispensed with either during the initial or extended period of probation.

V. Unless confirmed in writing, you will continue to work as probationer, after the expiry of the initial or extended period of probation.

VI. This offer of appointment is issued, based on the information you have given in your application to the organization and shared at the time of official interview.

B) Remuneration:

During probation period you will be paid salary of Rs _____/- per month and you will get other allowances as per the provisions in the employees' manual and / or project budget.

C) Place of posting and Transfers: Your place of posting at present is..... You are also liable to be transferred to another project /department, post or place where Vidyaposhak has its operations.

D) Supervision:

At present, you will be reporting to However, you will work under the supervision of such officers as may be declared upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you the best of your potentialities, skill and ability.

E) Your services are governed by the **Service Rules as mentioned in the Employees' manual** issued from time to time by the organization.



F) Job Specifications

At present your duties / responsibilities will be as follows;

- 1) You will take up the works as allocated by the Project Leader or their Supervisors suiting to your qualification and designation in the programme. You will focus on your work assigned and will strive for the overall success of the project undertaken. You will have the overall Vidyaposhak perspective beyond the particular project you are assigned with. A detailed job profile will be shared with you separately.
- 2) Any other work, suiting your qualification, assigned by the organisation from time to time has to be discharged.
- 3) Your services may also be utilized for other projects if the organisation so decides subsequently.

G) Exclusive Service:

During the period of service with us, you will not work with any other Establishment, or take up any other assignments without the express permission of the management.

H) Fitness:

The continuation of your service will be subject to your being found and remaining physically and mentally fit. During tenure of service you may be required to undergo medical checkup as desired by the management periodically.

I) Address:

In the event of any change in your residential address provided by you in your application, permanent or temporary, you shall immediately inform the same to management.



We wish you a great time with Vidyaposhak society.

For Vidya Poshak

CEO / Secretary

Employer

DECLARATION

I have read / understood the above Terms and conditions and undertake to abide by them. The information which I shared through the documents and interview process with the organisation is true to the best of my knowledge. I also declare that I am medically fit to carry out my duties assigned.

Place:

Date:

Name and Signature of the Employee

Permanent Address:

Address for Communication:

For office use:

Note: Two copies of this letter to be prepared on organisation letterhead; one for employee and another for office file.

***(Amendment dated 24th February, 2011)**



25 Induction process: All the employees immediately after joining duties undergo orientation to all the projects of the organisation and get acquainted with the culture and beliefs of the organisation. They shall be handed over an orientation kit containing a write up on the same along with latest Annual Report and brochures of the organisation as well as pamphlets / brochures of various projects. They shall also be briefed about their respective projects and their roles and responsibilities.

This shall be followed by visit to different project sites and interaction with all the project teams to facilitate them having a holistic perspective of the organisation as a whole. They will be given official mail IDs by the MIS department. **(Amendment dated 2nd May,2011)**

25.1 Write up on Culture and beliefs of the organisation to be included in the orientation kit:

Organisation Culture:

Vidyaposhak encourages its members to work independently, with least dependence and negligible supervision so the cost of supervision itself will be very low. There are rules and policies but what is more important is the spirit rather than rights. Nevertheless all the staff can enjoy the facilities offered by Vidyaposhak society with prudence and ownership. This simply means that Vidyaposhak values ownership of their project and the organisation rather than mere adherence to rules and work.

The members are expected to be ambassadors of the organisation, its mission and vision for the outside world. One should not restrict only to their respective projects on hand while talking to the public but always strive to propagate the motto and services of the organisation as a whole.



The members associated with Vidyaposhak society respect each other, also each other's views and behave in a matured way (with prudence) and maintain a very cordial atmosphere at the work place, handling their works and relations with calmness and decency so being at work becomes a very enjoyable experience.

The society encourages usage of technology for discharging our day to day duties efficiently. Those knowing vehicle driving (of course with license) will have an added advantage.

Each member always keeps his/her room/table and surroundings in the office in a neatly manner.

We encourage use of environment friendly items and avoid use of materials like plastic cups.

Thanks letter/mail should immediately follow the function or after meeting an outsider.

Beliefs of organisation:

- ✚ VP is inclusive society. Vidya Poshak believes in servicing its clients without any bias of caste, region, religion, gender etc., thus being truly secular in all sense.
- ✚ The community is most important for Vidyaposhak since all the projects will essentially be driven by the community at large. While Vidyaposhak has large volunteer base for execution of various programmes, the donor community takes care of the fund requirement. All these stake holders (students/teachers/donors/volunteers) are given utmost care and respect.



Vidya Poshak

(Empowering Educational Community)

- ✚ We never resort to any unfair practices whatsoever for any service that needs to be reached to the ultimate customer.
- ✚ We believe only in functional hierarchy. All the family members though working in different levels are treated the same with total transparency since the contribution from every single member cumulatively ensures success of all programmes and assists in carrying forward the mission of the organisation.



26.

PROFORMA - TRAINEE LETTER

With reference to your application dt. _____ and subsequent interview you had with us, we are pleased to engage you as a trainee for a period of one year from _____ to _____ on the following terms and conditions.

1. You will at all times during the said period or the extended period if any apply yourself, learning the official/project related works, for which instructions will be imposed to you by the organization.
2. During the period of training, you will be governed in the matter of your conduct and discipline by the rules and regulations of the organization which are applicable and as are in force from time to time.
3. Your training period can be extended at the sole discretion of the organization.
4. Your Training can be terminated at any time at the sole discretion of the organization, without notice payment of compensation in lieu of notice.
5. There is no obligation or guarantee of any kind whatsoever, on the part of the organization to give you employment on the completion of training period.
6. During the period of training you will be paid stipend of Rs. _____ per day/per month.
7. You will not be entitled to any other allowance or benefit cash or kind other than the stipend mentioned above, in clause(6).
8. You must produce originals as also copies of educational age proof and other service certificates, if any before joining training. Report for training on _____
Bringing with you the copy of the letter duly _____
signed into _____ of your acceptance.

For

These Terms and conditions have been read by me. Having understood the same, I hereby accept the offer of training.

Signature

Place:

Name & Address

Date:



27. Salary Advance requisition form

Name	
Designation	
Salary Advance required amount in `	
Month & Year of last salary advance taken	Accts.Officer
Month & Year of last salary advance closed	Accts.Officer

Recommendations of salary advance by two employees of Vidya Poshak
(In case of default by said employee to repay the loan, the recommended employees will be liable to make good of the advance)

Name and designation & Signature	
Name and designation & Signature	

Signature of Applicant

Recommended by



28. Format for Relieving letter of Staff.

To

Dear Mr./Ms. _____

Sub: **Relieving you from service of** _____

Ref: Your resignation letter dt: _____

In continuation to your resignation cited in the reference, considering your personal reasons, organization is accepting your resignation and reliving you from your services as _____ with effect from _____

We wish you all the best in your future endeavors.

Thanks and regards,

For Vidya Poshak,

Secretary



29. CHECK LIST FOR RELIEVING EMPLOYEE

Name	
Present Address (With telephone No if any)	
Designation	
Date of submission of Resignation	
Date of acceptance of Resignation	
Permanent Address or Prospective with telephone No.	
Whether notice given in Case of confirmed employee	YES/NO/N.A
Whether all the Loan (Salary Advance) have been cleared If not cleared, mention the status and reasons.	YES/NO/N.A
Whether office advances have been cleared If not cleared, mention the status and reasons.	YES/NO/N.A
Whether Organization Assets handed over to Organization Cell Employee ID Card Handed Over	YES/NO/N.A YES / NO / N.A
Mobile Sim / Data Card Handed over	YES / NO / N.A YES / NO / N.A
Employee Email Password / Desktop Laptop Password Handover ph. No. (Acknowledgement to be enclosed)	



Whether Calculator or any other organization's Property/handed over	YES/NO/N.A
Whether Organization's vehicle has been Surrendered including with RC Bank, Tax Card, insurance Vehicle registration No. Condition of vehicle Closing meter reading	YES/NO/N.A
Status of pending work/documents and papers of the Organization (List out and name of the person to whom charge is being handed over)	
Name and address of relative, if any working in the organization presently	YES/NO
I consent that the dues in respect of above-mentioned items may be adjusted against sum due to me from the organization.	YES/NO

Signature of the employee

Signature of Project Leader (with recommendations)

Approval by CEO



Finance

(WHERE EVER APPLICABLE TO BE FILLED)

Whether Bank Authorization is withdrawal and Alternative arrangements made in regard to Bank Authorization	YES/NO/N.A
--	------------

Whether any power of attorney executed is Withdrawn and necessary alternative arrangement are made	YES/NO/N.A
--	------------

Signature of the accountant

Approved by CEO

On the recommendations of the Project Leader and approval of the CEO, the said employee has been relieved from the service on _____ with relieving certificate/ necessary salary/experience certificate.

Manager (MIS & HR)



30.
PROFORMA FOR EXIT FEEDBACK FORM
Exit Feedback Form

(This form may be sent through e-mail directly to venkatesh@vidyaposhak.org or hard copy of the same may be posted / handed over in a sealed cover to the CEO)

Note : Use either English or Kannada.

Name : _____

Designation: _____

A. Organisation

Strengths:

Scope for Improvement:

B. Project

Name of Project: _____

(In case you are working for multiple projects, please write separately for each project.)

Strengths:



Scope for Improvement



C. On your Supervisory Official.

Name: _____

Strengths:

Scope for Improvement

Any other things not covered above:

(Note: You can use additional sheets if required)

Date: _____

Place: _____

Signature of the Relieving Official

Approved

CEO/Secretary



Social Media Guidelines

We encourage Vidya Poshak staff members to use social networking/media (Twitter, Facebook, Blog, YouTube, Pinterest etc.) as a way to connect with all our stakeholders including students, volunteers, donors, partners, well-wishers etc .

While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

Please do the following:

- **Use good judgement :** We expect you to use good judgment in all situations.
- **Be respectful :** Always treat others (including customers, non-customers, shareholders, co-workers, vendors and competitors) in a respectful, positive and considerate manner.
- **Be responsible and ethical :** Even though you are approved to represent Vidya Poshak , unless you are specifically authorized to speak on behalf of the company as a spokesperson, you should state that the views expressed in your postings, etc. are your own. **Stick with discussing work-related matters that are within your area of job responsibility.**
- **Be humble :** Our number-one goal is to offer each customer great service, but we're certainly not perfect and we do make mistakes. Let's stay focused on working to deliver great service instead of bragging about it.
- **Be a good listener :** Keep in mind that one of the biggest benefits of social media is that it gives our donors, beneficiaries another way to talk to us—to ask us questions directly and to share their feedback.

AVOID CONFLICT OF INTEREST.

Don't share the following:

- **Confidential information about our Donors, Volunteers, Partners & all our stakeholders**
 - Do not publish, post or release information that is considered confidential or not public.
 - Do not post any comparisons or difference in opinions about Partnering organization, Donor Agencies, Volunteers , Donors, Vendors or our Competitors.
 - If any member of the media contacts you, as always, refer them to the concern person in the organization



Caution: Please note even if you like your friends posts or opinions or views then it would be posted in your social media page as your opinion.

Please be cautious with respect to:

Posting Images & Videos

- ·Respect brand, trademark, copyright information and/or images.
- · Avoid linking to outside websites, unless you trust the source.
- · Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links.
- · When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

In conclusion : The purpose for you to become more actively involved with social media is to find additional opportunities to mobilize resources & connect with our beneficiaries and share information with them

Above all, remember to be Humble , Responsible & Ethical