

# VEDIC Society

(Voluntary Education Development and Integrated Cultural Society)

## Human Resource Policy



At Mako, PO.: Latehar, Dist.: Latehar,  
Jharkhand – 829 206, India

Phone: +91 6565 247350 Cell No.: +91 9431135220

E-mail: [vedic350@gmail.com](mailto:vedic350@gmail.com),

Website: <http://www.vedicsociety.net.in>

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## About VEDIC Society

VEDIC Society initiated its social development endeavours in the year 1990. The impetus behind it was the movement against the displacement of poor people due to the construction of the Auranga Dam that caused submergence of several villages. While this movement was going on, a group of like-minded people came up with the idea to set up an organization, dedicated to address different issues of sustainable development of area and its populace. In 1991, it got the registered as society and established its office at Ranki Khurd in Palamu district. The office later shifted to Tumbagara in 1995 and finally to Latehar in 2001.

Since the inception, this society has been relentlessly working for and with the people towards achieving its much-cherished goal of holistic development of the downtrodden people of the society. Though Latehar district and its adjacent districts are extremely affected by the extremist activities that pose severe threat to the process of development, this organization always nurtures its indomitable will of being thrived as a catalyst in bringing positive socio-economic changes in the lives of the poor people, especially women, children, and people of backward classes and of indigenous tribal communities.

VEDIC Society is at present working in two of the most backward districts of Jharkhand from its headquarters at Latehar and an extension office at Tumbagara. The present operational area covers **Latehar** and **Palamu** districts. The organization addresses the following thematic areas:

- Basic Education
- Community Health
- Livelihood – Agriculture and Natural Resource Management
- Child Rights and Development
- Women Rights and Development
- Governance and People's Participation

In the context of the socio-political situation that prevails in its operational area, the core of VEDIC Society's target and its major beneficiaries are formed with the most vulnerable tribal population and people from backward classes. In its entire endeavour, special emphasis has been given on the women, children, and the rural marginal farmers.

### **Vision**

Creation of adjusted and vibrant self-governed society, where people of all communities live with dignity in peace and harmony.

### **Mission**

To make the society free from exploitation and discrimination by empowering people belonging to the tribal communities and underprivileged section of the society, especially children, adolescents, and women by ensuring their rights and promoting inclusive development.

**Objectives**

- To ensure equal opportunity to growth for all irrespective caste, creed, and gender
- To improve the status of children and women, especially of the tribal and backward communities in respect of their rights and entitlement
- To create conducive environment for effective and quality basic and primary education
- To generate community awareness towards health and facilitate the health service providers with quality training inputs for improving overall rural health status
- To ensure steady progress in generating livelihood opportunities for the people of economically weak section of the society by organizing them under CBOs and SHGs, and by providing skill development training
- To conserve the natural resources and promote efficient management thereon to mitigate environmental degradation and to enhance livelihood opportunities
- To empower marginalized people and women, especially of the tribal and backward communities by assisting them in leadership development and awareness building towards increased participation in rural self-governance
- To collaborate with the government departments and other development agencies to make convergence of all development programmes in an integrated manner for sustainable holistic development

# 1. Introduction

Human resource is the most valuable asset of any organization. VEDIC Society takes utmost care to keep its human resource satisfied and motivated. The organization's performance and resulting productivity is an indicator of the satisfaction level of its employees. For the betterment of the human resource, VEDIC Society has laid down human resource vision, mission, objectives, and purposes.

## **Human Resource Vision**

To develop human capital and provide opportunities to it for growth, innovation, and enrichment for attaining organizational excellence, inspiring true potential, and fulfilling the assignment.

## **Human Resource Mission**

To create a value-based organization by inculcating a culture of learning, creativity and teamwork and aligning social vision priorities leading to development of an empowered, responsive and competent human capital.

## **Human Resource Objectives**

These allow employees to

- Foster a climate of creativity, innovation, and enthusiasm
- Provide a work environment that is a source of creativity and enjoyment
- Develop and sustain core values
- Provide opportunities for growth and development
- Inculcate a spirit of learning and enjoying challenges
- Provide job contentment through empowerment, accountability, and responsibility
- Demonstrate fairness, equality of opportunity and respect to all
- Make them to adhere to responsibilities
- Free of any type of fear

## **Human Resource Purposes**

These enable employees to

- Be aware of the nature of the organization
- What they should expect from the organization
- What the organization expects of them
- How policies and procedures work
- What is acceptable and unacceptable behaviour
- The consequences of unacceptable behaviour

## 2. Selection and Recruitment of Staff

There will be two broad categories of the employees in the organization: non-project employees and project employees. Non-project employees are supported through General Fund, while project employees are supported through different time bound projects/programmes. In both categories, there will be full-time employees, part-time employees, volunteers, and consultants.

### 2.1. Norms of Employee Recruitment

Qualification and experience of work are two major criteria to appoint the employees. VEDIC Society provides equal employment opportunities for men and women. The organization does not make any discrimination on the basis of gender, caste, creed, religion, faith, domicile, colour, and ethnicity or of any nature that creates differences in the society in recruiting the employees. However, local people will be given preference to work at the grassroots level. Women are given preference to work with women groups and women issues.

### 2.2. Recruitment

Recruitment of different categories of employees will be made as per laid norms that explained below:

#### 1. Advertisement for the Post

When the project will be approved and sanctioned by the funding agency advertisement for full time employees will be published in. However, advertisement for part time employees and volunteers will be made in village level institutions and community-based organization of targeted area.

#### 2. Short Listing of the Applicants

All the application received after the advertisement will be short listed for personal interview. In short listing, applicants' qualifications, experiences, and knowledge of local geo-cultural and socio-political dynamics are few important criteria.

#### 3. Personal Interviews

Short listed applicant will be called for personal interview. For full time project employees, personal interviews will be conducted at headquarters of the organization. However, for part time employees or volunteers, personal interview may be conducted at block or central village of the targeted area. A panel of interviewers will conduct the personal interview.

#### 4. Final Selection

After personal interview final selection will be done. The selected employees will be informed through e-mail, post, or other means.

## **5. Induction/Initial Orientation**

When an employee is selected and joins his job, his/her induction will be organised at headquarters of the organization for one day. During induction employee will be oriented on the office procedure, job profile, reporting system and organizational rules and regulations that are essential to follow while rendering service in the organization.

## **6. Job Profile and Condition of Employment**

Employees appointed for a particular project will be primarily responsible for their project and an outline of their role will be given to each employee at the time of induction/initial orientation. However, project employees may be involved in some other projects if it is required or inevitable to implement or assist the employees of other projects.

## **7. Agreements of Employment**

Each selected employee will have to sign an agreement of 11 months with the organization. The agreement is renewable after performance review. Main contents of the agreement are summarized as below:

- Employees are expected to work towards fulfilling the vision, mission, and objectives of the organization.
- Initial agreement will be of 11 months out of which first six months will be probation period.
- Full time employees are expected to render services to VEDIC Society only.
- Employees have to work at least a minimum of 8 hours of office hours and fieldwork. The job involves travel in the project areas and outside the area.
- Employees will be entitled to get honorarium and other allowances as per the allocations made in the project.
- Employees have to give one-month notice or one-month salary for termination of the contracts. However, in the first six months of contracts, one month's notice period is not required for the organization.
- At the time of leaving/resignation employees are responsible to formally handover all assets, files, and records under your possession to the designated person of the organization.
- Employees are governed by the rules and regulations and policies of VEDIC Society for travel and other service matters.
- Renewal of the contract will be solely depending on the performance of the employees.

During the period of employment if employees are acting against the interest of the organization, wilfully neglecting or disobeying, failing to carry out the planned work, indulging in misconduct and misappropriation of money and abstaining from work for long periods without information, service contract will be terminated. In these circumstances the notice period of one month/one month salary will remain null and void.

The organization has the prerogative to transfer the employees in any place as per the needs of the organization.

The organization believes in strict observance of non-consumption of alcohol/intoxicants and smoking in the office and sensitively to gender issue, and employees are expected to follow the laid rules and regulations.

All the employees are expected to maintain confidentiality of the organizational records, documents, and information.

However, a detailed terms and conditions will be given to the prospective employee along with his appointment letter, acceptance of which in writing by him will be considered as his acceptance to the job offer.

### **3. Salary of the Staff**

Salary of the employee will be based on her/his educational background, experience of the development sector, attitude, and commitment. We have an organizational policy that we are not going to have more than 10 times difference in the salary of the lowest level staff and uppermost staff. While fixing salary, the principle of minimum wages is kept in mind. Salary in the organization is paid monthly.

There is a provision for part time and voluntary working people to further objectives of the organization. Some honoraria can be paid to them according to their contribution.

#### **3.1. Increment**

Growth is one of the important factors, which motivates individuals/organizations to perform better in their work. Thus, organization is very sensitive to this issue and therefore it has decided to provide annual increment to their employees. But as it is a fact that everyone does not perform equally, certain conditions have been laid for imparting increment to the individuals.

#### **3.2. Availability of Financial Resources**

Salary of the staff is project based and national/international funding agencies or the government/non-government organization support almost all the projects. These projects are constrained by the budget boundaries. After every year, when we revise the budget, we keep the provision of 10 per cent or more increment in the staff's salary. As we have mentioned our limitation, generally this 10 per cent or more is sanctioned but sometimes this does not happen due to some reasons. In that case, considering our financial limitations we do provide only sanctioned increment to that particular staff (provided someone, who does not have an exceptional work). Else, taking into account other parameters we provide 10 per cent or more increment to the project staff. Criteria for the increment will be post, responsibility and salary drawn.



### **3.3. Performance**

Performance of the staff is measured at the end of every quarter and taking necessary action like skill development, training opportunity within the organization and outside opportunity if any and sometime changing the responsibility of particular project or programme to achieve the maximum use of human assets. As well as this happens within the programme or project in which programme coordinator is this much powered that (s)he can measure the performance of his/her staff and can change the position, training, skill development or can send to out of project/programme or can be released/dismissed from the work.

### **3.4. Additional Responsibility**

The other important parameter, which will be considered, is the additional responsibility taken by the individuals on the voluntary basis or paid responsibility. Potential of handling different jobs by the individuals will also be considered while considering for the increment.

Additional responsibility taken by the individuals are very important for the organization because many works which are not covered in any project are also necessary to do, and sometimes pre-project assessments, analyses and presentations are must for the organization to move further. No additional salary or incentive will be paid for additional work as we do social work as a volunteer.

## **4. Facilities and Benefits**

Apart from their salary, VEDIC Society also entitles its staff to additional benefits to get greater employee satisfaction. Currently we are providing the following:

### **4.1. Leave**

Leave is one of the important and sensitive issues for the employees in the grassroots organizations. All Sundays are holidays in the organization. But an employee may not avail this holiday and public holidays (see below) because of emergent situation, like funding agency visit, evaluation, or some organizational work. If an employee loses his/her scheduled holiday, he/she may avail the same later on within three months. The organization is also closed on public holidays declared by the State Government.

The employees are entitled to eighteen (18) days of leave, in one calendar year, that is, from January to December, in case of continuous service; otherwise, the leave will be calculated on the basis of proportion related to his period of service in one calendar year. In above mentioned leave days, all categories of leave (viz. casual, earned, sick, etc) are clubbed together. There will be no separate type of leave such as extraordinary leave or compensatory leave.

An employee can avail the leave for consecutive two days at a time, which is supposed to be duly authorized by the functional head. If he/she needs leave for

more than three days, he/she is expected to take the permission from the Secretary of the organization at least one week before proceeding on leave.

All leaves need to be exhausted within the calendar year (January to December) and there will be no carry over.

In the event of his/her being absent from duties, for period excess of his/her eligible leave, which, in the opinion of organization is detrimental to its interest, his/her services may be terminated on the basis of abandonment of services by him/her.

## **4.2. Special Leave Provisions for Women Employees**

VEDIC Society has a number of women employees, and it has always promoted participation of women in the development sector. To address needs of women employee, along with other provisions, we have formulated some special provisions for women employees.

### **1. Maternity Leave**

Every full-time woman employee is entitled to get maternity leave, if such situation arises during her contract period. Since the nature of organization is voluntary and non-profit and is highly dependent on external resources, number of days for maternity leave will be decided by the Committee on Gender Issues. Maternity Leave with pay will be provided only for first two successful pregnancies. However, every woman employee will be entitled to maternity leave even after second pregnancy, but that will be leave without pay. In such situation her contract will not be affected if the project period is still going on.

### **2. Special Leave During Menstruation**

Two days' special leave per month with pay may be granted to women employees in case emergency (that is, menstruation). Decision about this will be taken by the Committee on Gender Issues.

## **4.3. Group Insurance**

Keeping in mind that this world is dynamic in nature, we are also sensitive for the future security of our employees, especially in case of casualties. Thus, to ensure security, we have opted for the group insurance. For availing this insurance, an employee has to contribute premium depending on salary. if an employee meets an accident, which results into her/his death or permanent disability, the amount will be given to his/her family members or to individual. As VEDIC Society is only a project holder and doing social work voluntarily and does not have any corpus available, it cannot own any further liability of any type.

## **4.4. Provident Fund**

PF provision/PPF is decided as the government rules and procedures.

## **4.5. Allowances**

### **1. Travelling Allowance**

The organization believes in comfortable but not expensive travel so allowances are provided as per class of city. All field level staff are entitled to travel by sleeper class in trains, ordinary buses and shared local transport. Coordination and managerial staff are entitled to travel by air conditioned class in trains, air conditioned buses and full auto/taxi for local travel. All travel above sleeper class should be as per the budget and prior permission of the Secretary. They may be permitted to use other modes of transport by the Secretary in case of exigency of the situation. As we are implementing the programmes given by funding agencies so travelling allowances are also as per the provision of the projects.

**Food Allowances:** The employees are entitled to Rs 300 per day in 'A' class city and Rs 250 per day in 'B' class city as food allowance. But if the provision of food is being made by the organization being visited, no allowance will be paid.

**Stay Allowances:** The employees are entitled to up to Rs 1200 per day hotel room in 'A' class cities and up to Rs 1000 per day room in 'B' class city on production of bills. But if the accommodation is being provided by the organization being visited no hotel charges are payable. Further, bills in excess of above rates should be recommended by the Secretary.

## **5. Administration**

The following rules and regulations are made to ensure the proper functioning of the organization

### **5.1. Meetings**

Monthly meetings are held in the organizational premises for the project coordinators and some core staff of the organization. Quarterly meetings are organised in the organizational premises and it is mandatory for every employee to attend it. This is a planning and review meeting. Annual meetings are organized to assess the projects and determine future tasks.

### **5.2. Reporting**

All the field support staff directly report to their respective project coordinators. They submit their monthly report to their project coordinators. Project coordinators assimilate the staff report and are responsible to report to the partner organizations. They also report to the organizational head about the progress of the project.

### **5.3. Working Hours**

This is a responsibility of every individual to ensure eight productive hours in the organization. In summer, the timings will be from 9:00 am to 6:00 pm with a lunch break of 1 hour. In winters, the timing will be from 10:00 am to 5:00 pm.

### **5.4. Organizational Assests**

No staff of the organization is allowed to use the organizational assets for their personal use. Assets are there for better implementation of the projects. If found involved in doing so, administrative action will initiated. For vehicles, no one without driving licencse can drive the vehicle. In doing so, if she/he causes injury or any financial fines, will be self responsible and the organization is not going to bear the cost. Few main principles are followed to keep all assets safe and long lasting

1. All assets are numbered in a series
2. All assets are insured by a reputed insurance agency
3. Assets issued to an individual should be returned in proper working condition
4. We all are responsible to keep assets safe and protect them from harm and if any damage occurs, 50 per cent of the cost will be charged from the person responsible.

### **5.5. Disputes**

If there is any dispute regarding the administrative procedure, it should be brought to the knowledge of the committee framed by the Board in writing. The committee will decide on the issue and its decision will be considered as final. Individual is bound to follow the decision. If anybody is not satisfied with the decision taken by commitee then only he/she can take it to outside. Any discrimination against women, dailts, differently abled or child rights is not permitted and in these high risk issues action has be taken within a weak.

### **5.6. Dismissal**

As we are proud to honour our prestigious employees, we are also very serious to put off those individuals who distract the healthy environment, indulge in corruption, malfunctioning, discrimination against dalits and women or in any other type of activity which affects the values and morality of the organization. Because dismissal is the saddest part of an organization, therefore we want to ensure that no employee should be dismissed without clear and proven allegation. Thus to ensure the same, we have declared clear guidelines. This guidline is formed with the experience of last several years. These are following:

- An allegation is established on an individual based on statements of staff members, villagers or beneficiary. To establish the allegation, committee meeting is called and clarification is asked from the accused.
- If the committee feels the need, it will issue a notice to the accused asking him to suspend its visits of the field and attach himself to the office.

- Committee will analyse the seriousness of the allegation and if found necessary, it will form a team of two members internal to collect statement and evidences against the accused.
- Inspection team will submit an inquiry report to the committee and based on the report submitted, it will forward its recommendation to the Secretary of the organization.
- The Secretary will finally approve the recommendation (provided if its satisfied with the statements and evidences) or can ask for further clarifications.
- On the completion of the project the services of the employee will also come to an end without any prior notice

## 6. Conclusion

At last we all VEDIC Society team members are signing this document with these limitations that

1. Human assets are our main strong assets and this must not suffer.
2. Our values and principles must be protected all the times.
3. Work responsibility, arrangements like field stay, office administration and reporting pattern are binding on all.
4. Changes, if required, can be done by the 2/3 majority of Board at any time, but changes in values, principles and organsation's vision and mission cannot be done without 2/3 majority of the Governing Board also. The valauable suggestion of staff will always be incorporated in the manuals on the recommendation of Executive Body.