

CINI – HR / ADMINISTRATIVE POLICIES AND PROCEDURES

1. Recruitment procedure: -

REQUISITION FOR STAFF:

- A written requisition for recruitment of staff is to be submitted to the HR unit in order to initiate the recruitment process.
- It should contain the job description / job profile of the proposed staff as far as possible.
- Clearly mention the competencies required with minimum academic qualification required for the post
- If the post requires previous experience, this should be specifically stated for how many years and from what type of organisation
- The requisition should also mention the name of the project where s/he will be absorbed and for what period.
- The amount of salary proposed and whether there is a provision in the project.
- Any other relevant information justifying the recruitment
- The requisition should be made by the unit / divisional head / the designated person responsible in this regard.
- These criterion to be in consistence with the guidelines mentioned below:

| Post | Minimum qualification/ experience | Cost to Organisaion (according to years of experience) |
|---|---|---|
| 1. Field Associate / Programme Assistant | Graduate | 42000 - 66000 |
| 2. Sr. Programme Assistant | Graduate | 48000 - 84000 |
| 3. Programme Associate | Masters /PG Diploma Internal – Graduate with 5 years experience | 72000 - 108000 |
| 4 Sr. Programme Associate | Masters / PG Diploma | 90000 - 144000 |
| 5. Programme Officer | Masters Degree | 144000 – 240000 |
| 6. Sr. Programme Officer | | 192000 - 480000 a/ Manager – 5 yrs. experience |

| | | |
|--|--|--|
| | | b/ Technical – experience not essential |
|--|--|--|

APPROVAL FROM CINI HR UNIT:

On receipt of the above requisition, the HR unit will start the actual recruitment process. Or may ask for more information from the unit, if required. After having satisfied with the requirement, the HR unit will put an approval note on the face of the requisition as to the next steps to be followed.

INTERNAL SEARCH

- In some cases of recruitment for key positions of a new project, if the institute feels that the position should preferably be filled up from among the CINI experienced personnel for the greater interest of the project, the institute may open the position to its existing employees through internal notice followed by the normal interview process.

EXTERNAL SEARCH THROUGH PUBLIC NOTIFICATION:

A public notice will be served through any of the following methods

- Advertisement in News paper
- CINI website / devnetjobsindia / other similar websites
- Serving 'Notice' in CINI and unit office notice boards or
- Referring to the institute data bank from job application file
- Search from campus recruitment drives of premier organisations
- Reference to external recruitment agencies.

SHORT LISTING OF CANDIDATES:

From among the applications received, a list of candidates to be prepared to be called for an interview as per the published criteria. The candidates may be called for interview through

- Call letters
- Telephone calls
- Walk in interview

FORMATION OF RECRUITMENT BOARD:

The HR unit will constitute an interview board to conduct the interview. The board members include

- Staff members
- Sometime, resource person from outside
- For consideration of SPA for Programme Officer
 - a. For such internal candidate, a Board will be formed preferably with all personnel from and above the Assistant Director level, and
 - b. This will be considered only at the time of renewal of contract of such SPA
- For direct recruitment of Programme Officer and above, the recruitment Board will comprise of at least two Assistant Directors and one from Deputy Director and above.

CONDUCTING INTERVIEW:

- The scrutiny of original testimonials of candidates to be carried out.
- Candidates' registration sheet to be signed by each applicant
- For recruitment in the post of Programme Officer and above, outstation candidates will be provided with travel expenses by AC II by the shortest route for attending the interview.

The interview process may include all or any of following method

- Written test
- Computer test
- Group discussion
- Viva-voce interview

RECOMMENDATION OF INTERVIEW BOARD:

After completing the interview process,

- One interview report containing the recommendation of the board signed by each board member to be forwarded to HR unit for further course of action.
- The report should clearly mention the name of selected candidate and
- May add a list of 2/3 candidates to be kept in the panel.
- All the interview documents of the selected candidate should also be attached with the report for future reference

On recommendations of officials at the rank of Senior Project Officer /Senior programme officer & above candidate/s can be interviewed for selection in any particular post. The selection will be done following the entire selection procedure described above.

ISSUE OF APPOINTMENT LETTER:

Now based on the recommendation report, the HR unit will issue the offer letter for appointment. Upon acceptance of the said offer letter, the HR unit will proceed to issue the appointment letter in the form of

- Assignment letter or
- Agreement for employment

JOINING AND ORIENTATION OF NEW STAFF:

Now the selected candidate will join the service on the agreed day and will officially inform her/his joining by

- A written 'joining letter' to the office
- This will have to be accepted by the concerned departmental head and forwarded to the HR unit
- Individual file will be created with all the relevant documents of the new appointee.
- A personal record form will be prepared immediately
- Staff identity card will be issued by the institute

- The new staff member will undergo an orientation programme after joining the service.

2. Performance review – For all categories of staff, yearly review of performance are made. Based on this review report, salary increments and/or shifting to next level or fresh contracts in the same / higher grade is made.

Annexure: Performance review form

3. Salary Payment – The salary payment is made on the 28th of every month or if it is a holiday on the previous day. The date of payment may change due to unavoidable circumstances but attempt is made to strictly adhere to the 28th day of the month. Salary payment is made through crossed a/c payee cheque or cash. If anyone is unable to collect his/her salary on the payment date, then it might be collected on a mutually convenient date. Also any one may claim salary, on his/ her inability to collect the same, through a properly executed authorization letter.

4. INDUCTION TRAINING

Need for induction of new recruits:

Induction training is a process by which a new employee is situated into a new milieu to establish a relation with the goal, objectives, mission, vision, practices, policies and strategies of the organization. It is a strategic means to welcome a new entrant and in the process to make him/her feel acknowledged as an honored member of staff.

Designing of the Induction Training:

New recruits in fact need extensive orientation in the concerned issues. However keeping in mind the basic need this has been designed for five days. The participants would interact with the administrative personnel; undertake field visits to the various units & divisions. Any further required clarification needed can be taken up later during the service period of the individuals.

Objectives of the induction training: at the end of the training participants would be able to:

- State the mission & vision of CINI.
- Describe the work carried out by various CINI divisions.
- Describe organizational structure, system & style of functioning.
- Explain CINI model of community health program using LCA.
- Explain LCA implementation strategy.
- Describe CINI's response to the HIV/AIDS problem in the state.
- Describe peer education program.
- Describe child rights & protection.
- List out the administrative rules & regulations.
- Explain CINI's role as support organization.

Strategy:

CINI will undertake four Induction Trainings in one financial year with the newly recruited contractual staff. The ideal timing would be in the month of January, April, July, October, preferably in the first week.

5. LEAVE:

Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. Currently the following types of leave are available:

- (a) Casual Leave – This should not exceed more than two days in a row. At present that no. of casual leave in a year is eight for all categories of staff. Non-availed casual leave of one year cannot be carried forward to the following year/s. Also, casual leave cannot be considered for encashment.
- (b) Sick Leave – Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. The no. allowed in a year is 7 for all categories of staff. This is also not encashable.
- (c) Earned Leave – Prior approval is absolutely essential in case of earned leaves. The no. allowed in a year for all categories of staff is 15.

- In case of regular employees, non-availed earned leave in a year can be accumulated up to 240 days and be carried forward to the following years and is considered for encashment at the end of service period.
- In case of contract employees, non-availed earned leave in a year can be accumulated and be carried forward to the following year/s and is considered for encashment at the end of contract period.

(c) Compensatory Leave – this is allowed for all categories of staff for working on holidays and weekly off days. For duties on weekly off days and institute holidays, prior written permission of the immediate higher authority is required to be obtained. After having worked on holidays and weekly off days, an application duly approved by the immediate higher authority along with the permission should be submitted to the leave section for recording.

- Any staff member, regular or contract, undergoing any training on institute holidays and weekly off days will not be entitled for compensatory leave.
- In case of regular employees these leaves should be consumed within the calendar year.
- In case of contract employees these leave should be consumed within the contract period. If the contract is for more than one year, it should be consumed on year to year basis.

6. OFFICE LOAN

To meet emergency requirements, staff members are allowed to take office loan. All such loan requests specifying the reason for taking such loan has to be made through written application to the administrative head / unit head in case of unit. Such loan applications can be made after at least one month's service has been put in.

The loan is permissible to an extent of one month's basic + D.A. and adjustable over a maximum equated monthly 10 installments. In case of contract staff, if the remaining period of contract of the applicant is less than 10 months, then the number of installments will be accordingly reduced in number.

7. INCREMENT OF SALARY

This is generally as per terms of contract of each employee and normally increment is considered after the completion of each year/contract. In case of contract employee, fresh contract is made with/without increment. In case of regular employee, increment / no increment is considered after the end of each completed year of service. Increments are considered based on the recommendations of the concerned departmental heads, evaluation of performance, contribution to the organization and other factors like regularity, timely reporting and leaving place of duty absenteeism etc. These are to be generally followed as per findings of the Performance Evaluation Report.

8. PROMOTION POLICY:

For employees at the levels of Project Worker, Project Assistant and Sr. Project Assistant, the criterion for promotion would be competence and experience. For promotions at the levels of Project Associate and Sr. Project Associate the criterion would be knowledge, competence and experience. For consideration of promotion to the post of Project Officer and above, educational qualification will remain as an additional requirement in general. However, special considerations of promotion from the post of Senior Project Associate to the post of Project Officer may be made on a case-to-case basis at the discretion of the Director.

9. CONSULTANCY:

Employees may be called upon to do consultancy for which the organization gets consultancy income. Out of such income, employees will be allowed a certain portion in recognition of their efforts. This sharing of consultancy with employees will not be applicable if such consultancy service is provided to any unit / sister organization. The entitlements of the employees will be as follows:

Up to Senior Project Associate – 40% or Rs 300/- per day which ever is higher

Project Officer and above -- 40% or Rs 500/- per day which ever is higher.

Institute's share will be the remainder.

10. TRANSFER & SHIFTING POLICY

For the benefit of the organisation, staff may be required to be transferred OR shifted from one unit to other.

- Transfer & shifting both will mean relocation of staff from one unit to another.
- The authority of the institute will decide the transfer or shifting as per the necessity of the institute.
- The decision of the authority would be final in case of any transfer or shifting.
- The staff should be apprised by the immediate supervisor regarding the transfer or shifting .
- In case of shifting the staff will get no additional benefit.
- In case of transfer, the staff thus transferred will be reimbursed transportation cost that includes the actual travel cost (up to AC II tier in the shortest possible route) of the staff and dependent members, cost for transporting the belongings to new location, etc. For the said reimbursement the staff has to produce original bills for transportation of belongings and Xerox copies of railway tickets,
- An employee so transferred will be entitled to a Transfer Allowance called Special Allowance. This will be on the basis of 1 % of Cost to organization per month subject to a minimum of Rs. 2,500 and a maximum of Rs. 5,000 per month. Any employee so transferred, if sent back to the previous location will no longer get the transfer allowance.
- Rules regarding TA / per diem / travel entitlements to be interpreted so that the new unit becomes the base unit of the transferred or shifted person
- Mutual transfer/shifting may be considered
- Transfer will not include promotions / fresh contract in a higher level.
- Unit wise Classification of relocations are as below :

| | TO | TO |
|-------------|----------------------|--------------|
| FROM | SHIFTING | TRANSFER |
| HEAD OFFICE | CHETANA,BANDHAN,UNIT | MURSHIDABAD, |

| | | |
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| | 1,UNIT2,DIAMOND HARBOUR, FALTA,GOLPARK, RAJDANGA,CINI ASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| CHETANA | HEADOFFICE ,BANDHAN,UNIT 1,UNIT2,DIAMOND HARBOUR, FALTA,GOLPARK, RAJDANGA,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| BANDHAN | HEADOFFICE ,CHETANA,UNIT 1,UNIT2,DIAMOND HARBOUR, FALTA,GOLPARK, RAJDANGA,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| UNIT 1 | HEADOFFICE,CHETANA, BANDHAN ,UNIT2,DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| UNIT 2 | HEADOFFICE,CHETANA, BANDHAN ,UNIT1,DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| DIAMOND | HEADOFFICE,CHETANA, | MURSHIDABAD, |

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| HARBOUR | BANDHAN,UNIT1,UNIT2 ,FALTA,GOLPARK, RAJDANGA,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| FALTA | HEADOFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,GOLPARK, RAJDANGA,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| GOL PARK | HEADOFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA, RAJDANGA,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| RAJDANGA | HEADOFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK,CINIASHA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| CINI ASHA | HEADOFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, POTTERYROAD, BOWBAZAR, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| POTTERYROAD | HEADOFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, BOWBAZAR, | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |

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| | MONOBITAN | |
| BOWBAZAR | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, MONOBITAN | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| MONOBITAN | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR | MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| MURSHIDABAD | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |

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| SILIGURI | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , MURSHIDABAD, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| JHARKHAND | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , MURSHIDABAD, SILIGURI, BIHAR, ORISSA, DELHI, MADHYA PRADESH, CHHATISHGARH |
| BIHAR | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , MURSHIDABAD, SILIGURI, JHARKHAND, ORISSA, DELHI, |

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| | | MADHYA PRADESH, CHHATISHGARH |
| ORISSA | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, DELHI, MADHYA PRADESH, CHHATISHGARH |
| DELHI | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, MADHYA PRADESH, CHHATISHGARH |
| MADHYA PRADESH | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , MURSHIDABAD, |

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| | | SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, CHHATISHGARH |
| CHHATISHGARH | | HEAD OFFICE,CHETANA, BANDHAN,UNIT1,UNIT2 , DIAMOND HARBOUR,FALTA,GOL PARK, RAJDANGA, CINI ASHA, POTTERY ROAD, BOWBAZAR ,MONOBITAN , MURSHIDABAD, SILIGURI, JHARKHAND, BIHAR, ORISSA, DELHI, MADHYA PRADESH |

11. OFFICIAL TRIP:

All employees, while leaving station from their respective place of work for official trips, are supposed to furnish information as per an appropriate format (FORM : IOT) with due approval of the respective Divisional / Departmental / unit heads.

Annexure: Form

A copy of the format, complete in all respects and duly approved, must reach the Deputy Director- Admin before the trip / journey is undertaken.

12A. Travel policy

- Up to AC 2 tier for all categories below Assistant Director (air to be considered for exceptional cases as decided by any official at least in the level of Assistant Director)
- For Assistant Director and above
 - Air fare

12B. Other Entitlements:

- For Assistant Director and above
 - The institute will provide Mobile phone set and pay / reimburse the monthly mobile bills

13. BOARDING, LODGING, TRAVELLING AND INCIDENTAL EXPENSES

While on tours, the employees are entitled to boarding, lodging and incidental expenses. These are as per norms fixed by the Finance Committee and changes in the limits / conditions are to be duly notified.

For all cases noted below, Actual bills are to be furnished for accommodation while no bills are required for food.

At present the limits/conditions are:

Accommodation and food: (1) 4 metros: Accommodation = Rs 1,500/- per day per head & Food = Rs 250/- per day per head. These limits are inclusive of all taxes. This is the maximum limit allowed.

(2) Other state capitals and metropolitan cities: Rs 1,200/- per day per head & Food = Rs 250/- per head These limits are inclusive of all taxes. This is the maximum limit allowed.

(3) District Towns and others: The maximum limit is Rs 800 per day per head & Food = Rs 200/-. These limits are inclusive of all taxes. This is the maximum limit allowed.

(4) In case accommodation is availed with relatives/friends – Rs 250/- per day is allowed.

For stay at out station places for a period of at least 12 hours, full days' rate is applicable. Otherwise for stay of less than 12 hours, 50% of the usual rate is allowed. (DAY IS CONSIDERED FOR A PERIOD OF 24 HOURS FROM 12 TO 12)

Boarding at train: Rs 200/- per day for stay over 12 hours in train. Otherwise for stay below 12 hours, 50% of this is allowed. (DAY IS CONSIDERED FOR A PERIOD OF 24 HOURS FROM 12 TO 12).

Anyone boarding a train at/after 10 pm from the home station (that is the station of his reporting place) will not be eligible for any allowance for food on train till 12 night for that day.

For consideration of allowance for food, simultaneous application of daily allowances at places visited and allowance during boarding on train for the same period will not be applicable.

Predominance of stay at station or train will determine applicability of either of the above allowances.

No other incidental expenses are allowed.

The above rates are applicable universally and are to be considered as benchmark rates.

Re imbursement of traveling expenses:

Anyone going for any official duty will be reimbursed the traveling expenses. Similarly, anyone traveling from one office/site to another will also be reimbursed the traveling expenses.

Generally, no categories of employees are allowed traveling allowances or reimbursements for going to their usual place of duty from residence or from their usual place of duty back to residence.

However, anyone going from residence to another office which is not his/her place of duty will be allowed reasonable reimbursement if this place of duty is distant from his/her normal office/place of duty. Similar reimbursement will be allowed on return journey to residence.

There may be occasions where projects may be conducted in areas where the above rates for TA/DA may not be sufficient. In that case, a special office order would be required for allowing the higher rate to be allowed as per approved budgets in the projects.

14 PERSONNEL WITH SPECIAL DESIGNATION AND PAY

There are special occasions where service of a very specialised / technical person would be required for the interest of the project. S/he may be required for specific project/s with special designation and emoluments. The entire terms & conditions and nature of service would be unique in nature and would be different from the other general categories of employees. In all such cases such personnel will be given a special designation and will be allowed such special pay.

14A. Staff seconded for a Project with higher pay:

Generally all employees are categorized as per institute designations and their annual cost to organisation is fixed as per norms. There may be occasions where they may be seconded in a project with higher pay. In all such cases the concerned employee would become entitled to the higher pay provided in the project budget. The additional pay, over and above the usual entitlements of the employee will be given as 'Special Allowance'.

On the termination of the project the project employee is reverted back to his/her former position, and would become entitled to his/her normal pay only unless otherwise decided.

15. PURCHASES:

The 'Purchase Manual' deals with provisions relating to purchases in details. However, the broad guiding principles are laid down here.

All units should have a formally constituted Purchase Committee. The strength of the committee will depend on the volume/value of the purchases to be executed and manpower available at the Unit. All purchases of materials, assets, maintenance contracts and other contracts for services will generally be executed through the purchase committee.

Any complaints relating to functioning of the Purchase Committee will have to be referred to the Finance Committee.

However, as the Purchase Committee may not be adequately technically equipped for purchase of assets, such items like computer, printer, UPS, xerox machine, electronic devices etc. the IT team will be responsible for effecting purchases of such items. This team will also be responsible for handling maintenance contracts of such items. Units that are small and do not have an IT team will act through the IT team of Head Office. Orders for such purchases will be placed through the Admin. / Unit head.

Similarly for Medicine purchase, technical advice should be taken from the medicine unit.

Purchase of land, building, civil maintenance/ electrical/ sanitary/ security jobs and also canteen/air-rail-car booking contracts will be handled by the administrative dept. While purchase of land / building will additionally require the approval of the Governing Body, all other contracts involving or likely to involve a value exceeding Rs 10,000 will require the approval of the Finance Committee.

Purchases are generally made on the basis of valid requisitions of the user. Invitation for tenders will be sought through notification to prospective suppliers. Comparative evaluations to be done for selection of the supplier / contractor. An approved supplier list to be maintained based on such quotations received for regular purchases. The basic principles of purchase that are to be honored are:

- Inviting tenders to judge the fair price of the item/service
- Ensure a level playing field for the bidders

- Negotiate and re-negotiate to win the most favored price
- Selection through evaluation of competitive bids received
- In case lowest bidder is not selected, adequate rationalization of such selection
- Not to purchase regular items from unapproved suppliers
- Stick to seeking quotation from at least 3 parties. The figure is not sacrosanct and depending on circumstances it may be more or less. The aim is to get a fair idea of the price.
- Strike a balance between the competing demands of economizing on one hand and fulfilling social commitments of meeting community on the other.

As a measure of internal control, the following additional requirements are to be fulfilled:

- In case of railways / air bookings, written order for bookings mentioning name of passenger, date of travel, class, destination are to be mentioned. Cancellations are also to be formalized. This booking letter is to be attached with the agent's bill along with the voucher. For train bills xerox copy of the ticket is to be attached and for flight bills the flap with the copy of ticket to be presented.

Annexure: form

- In case of orders placed with the canteen, the concerned project should place formal order/requisition mentioning the name of the project, date of placement of order, no. of meals to be served and broad classification like lunch etc, rate per classified meal. The bill for canteen should be presented to the concerned project and the requisition/order along with the canteen slip of actual meals served should be attached. Normal procedures of approval by the project head of vouchers and supporting documents need to be followed.
- All car bookings should have the duty slip of the car showing the distances covered, date of travel, timings, name of the user last leaving the car. Vide Annexure
- Security bills should have duly approved list of person/s who have performed duties and the dates of their attendances.
- Suppliers should present their bills at the administrative section and details of bills presented are to be entered in the bill register.

16. INSURANCE:

It is essential that all capital / fixed assets of the organization are adequately insured against perils like fire and burglary at wdv. Cash held by the unit in safe/vault and cash in transit during inward and outward remittances are also to be insured. Vehicles are to be insured against accidents/thefts.

17. MEDICLAIM INSURANCE:

Requisite premium pertaining to Mediclaim policy of regular and contractual employees and their kith & kin upto a ceiling of total policy amount of Rs 50,000/- will be reimbursed against production of photocopy of relevant receipt. Claim for this reimbursement should be made within the policy period concerned. It is to be ensured that only one such reimbursement is made for the concerned employee for each financial year.

18. EDUCATION GRANT:

Each regular employee will get the benefit up to a maximum of two children in the form of text books required by them. The employees will submit the book lists and collect the books from institute selected vendor/s.

19. NO SMOKING:

Smoking is prohibited in the institute's campus as well as the unit offices.

20. INSTITUTE POLICIES ON IMPORTANT ISSUES

The CINI Governing Body, as per its resolution taken on 25th July 2005, adopted the Child Protection Policy. It was further decided that a three member committee will closely monitor the proper application of the said CPP in CINI as a whole. It was also decided that the same committee will also address the following issues in respect of CINI:

- a) Sexual harassment at work place
- b) Gender Policy
- c) HIV / AIDS Policy

In addition new policies will be enforced from time to time.

21. Pay Review Committee for regular employees:

Every five year a Pay Review Committee is formed with representation from all categories of regular employees for making recommendation to the Governing Body. The following decision is effective from 1st April 2004: -

- a) Regular employees will receive maximum annual increase based on performance review as below: -
 - a) Those with annual package up to Rs. 1,50,000.00 @ 10%
 - b) Those with annual package between Rs. 1,50,001.00 & Rs. 2,50,000.00 @ 7%
 - c) Those with annual package exceeding Rs. 2,50,000.00 @ 5%

- b) VRS benefit will be as follows: -
 - @ 8 (eight) months Basic & DA up to a maximum of 60 (sixty) months Basic & DA for remaining service period.

22. **Job Description:**

Position: Assistant Director

Reports to: Director

Purpose: To uphold the organizational mission and provide leadership for the fulfillment of the organisation's aims and objectives

Nature and Scope

The Assistant Director works closely with the Director in identifying organizational growth areas and developing strategic plans.

Principal Activities:

1. Leadership
2. Strategic Planning
3. Representing the organisation
4. Developing and marketing ideas

5. Institutionalise learning/experiences
6. Access funding
7. Team building
8. Appraisals for Senior Programme / Project Officers
9. Internal institutional monitoring
10. Nurturing relationships with Government, donors, NGOs and other bodies

The jobholder will also undertake other duties as required from time to time by their line manager.

Quality Assurance is the responsibility of all employees

Relationships:

The Assistant Director needs to nurture relationships with external agencies and Government Departments.

The Assistant Director relies on the Senior Programme / Project Officers to provide up-to-date, relevant and timely information relating to their departments and to assist in planning future activities therefore it is essential that the Assistant Director form close relationships with the Senior Programme / Project Officers in order to facilitate the smooth running of the organization.

Principal Accountabilities

1. Performance appraisal of the Senior Programme / Project Officers
2. Manpower planning
3. Organising Induction training

Senior Programme Officer/ Senior Project Officer:

- Strategic planning for the unit
- Direction in effective implementation of unit's projects.
- Overall administrative and financial management of the unit
- Develop project proposals, liaison and work closely with donor organizations, government agencies and officials, national and international organizations.
- Represent CINI in national and international fora.

- Monitor progress of unit's projects as per goals and objectives and assure quality.
- Recruitment, supervision of the unit staff members as per the institutional norms.
- Provide and acquire technical assistance as per requirement
- To assess the performance / achievement of the unit efforts as a whole.
- To institutionalize the learning efforts of the unit in consultation with the Addl. Dir / Dy Director / Asst Director

Programme Officer/ Project Officer

Planning:

- S/he will be responsible for unit or department planning.
- Staff work plan
- Writing up project proposal along with budget formulation

Co-ordination

- both intra and inter departmental co-ordination

Liaison & networking:

- with NGO, Government organizations, funding agencies and community

Implementation:

- Overall supervision
- Delegate responsibilities
- Monitoring
- Reporting
- Maintenance of records
- Correspondence
- Try out innovations
- Identify training needs of staff
- To effectively integrate his / her and his / her project work with organizational objectives
- Staff recruitment
- Staff performance appraisal

- Authorized to sign documents
- Financial understanding of his / her own projects
- Any other responsibilities assigned time to time.

Senior Programme Associate / Senior Project Associate:

1. To coordinate different activities of different projects
2. To strengthen supportive supervision
3. To conduct situational analysis followed by recommendations
4. To assist in having proper views of the situation
5. To handle small projects independently
6. To assist in identifying programme needs
7. To organize community level meetings and trainings
8. to represent project in different workshops and seminars
9. to attend community level / Block level meetings
10. Any other job as may be assigned time to time.

Programme Associate / Project Associate:

1. Responsible for effective implementation of project
2. To provide supportive supervision and facilitate team building
3. To be an effective inter phase between community and project administration
4. Organize community level meetings, trainings.
5. To assist the Project Assistant / Sr. Project Assistant in implementation of the project at micro level.
6. To help community to identify their needs.
7. To play an effective co-ordination role at the implementation level
8. To keep systematic record / data as required for the project
9. To attend all Block level meetings, Community meetings to achieve objective of the projects
10. To provide support to Project Assistants / Sr. Project Assistant in follow up action
11. Any other responsibility assigned time to time.

Senior Project Assistant / Senior Programme Assistant:

1. Implementation of projects at grassroots / community level
2. maintain linkage with community
3. Involve / motivate community in the project activities
4. Community organization and awareness generation on specific issues
5. To help identify the community needs
6. Maintain field diary
7. To coordinate work with co workers in the same field
8. Organize field level meetings
9. Follow up his / her own work
10. Identify beneficiary in consultation with community
11. To identify indicator of achievement and use it in consultation with Project Associate
12. Any other assignment for the fulfillment of organizational objective

Staff Welfare Society:

In order to nurture the staff creativity and support the staff cultural & social activities, a society was registered at the initiative of staff members. All the staff members become the member of this society since they join CINI and continues membership till the end of their service. A Management Committee duly elected from the staff members runs the society. The staff members voluntarily contribute in the society fund. The activities of the society largely include

- Organising blood donation camp
- Support to poor community for child Education / marriage / medical treatment / etc.
- Annual staff picnic with staff family members
- Publication of souvenir
- Cultural evening on CINI foundation day
- Giving farewell to staff members, etc. etc.

Development Organization's Employees Provident Fund Trust:

It is a registered Trust created for the purpose of dealing with the employee's PF contributions as per the provisions of law. The employees of CINI and its sister organisations are the members of this trust. Each month the monthly subscriptions are deducted from salary and transferred to the trust fund along with equal contribution of the institute for proper investments in order to yield best returns for its members. The another advantage of PF trust is that PF

payable at the end of service period, are quickly settled through this trust. There is also provision for PF loan.

CINI employees gratuity fund trust:

Similarly, Employees Gratuity Fund Trust is also created and registered for dealing with gratuity payable at the end of service period. Each month the institute contributes towards the gratuity fund as per norms. At the end of service period the employees get the gratuity payment from this Trust as per provisions of Gratuity Act.

The Sanchayani CINI Employees Credit Cooperative Society Ltd.:

CINI facilitated formation of a registered credit cooperative society. Any staff members can become member of this society. however, the membership ceases at the end of service period. Members have to make minimum monthly contributions towards the cooperative fund. Loans are available from this cooperative society as per norms. The members decide the maximum limit of loan amount and the interest payable in its general body meeting.

Housing Loan:

The institute provides an opportunity for house building loan for all its employees. A separate fund is maintained for facilitating the house building loan at a very low interest rate (4%). A three-member staff committee looks after the entire loan process.

Accommodation facility for staff:

In order to facilitate recruitment of quality personnel from any corner of the country, family and single type 'Staff quarters' facility is available in CINI main campus and some of its unit offices. The outstation staff members can apply for this facility subject to availability. The monthly rent charged for family quarter and single type quarters is 10% and 5% of Basic +DA respectively. Electrical charges are Rs. 150 and Rs. 75 per month respectively.

There is also accommodation facility available for the students who come for field placements. Volunteers from abroad are also provided with accommodation facility.

Annexures:

Vehicle movement slip

Booking of rail / air ticket form

Performance evaluation form
 Tour information form
 TA / DA claim form
 Personal record form
 Leave application form
 Prior permission for compensatory leave form

Registers maintained:

Attendance register
 Salary register
 Employee Personal file at HO
 Category wise General Personnel file at HO
 Category wise Personnel file at Unit offices.

ANNEXURE:

- **VEHICLE MOVEMENT SLIP:**

CINI – CHILD IN NEED INSTITUTE

VEHICLE MOVEMENT DETAILS

(Rented cars only)

Owner's name / Company's name:

Date:

Driver's name:

Vehicle No:

| Date | Journey starts | | Movement details | Journey ends | | Project /Dept. | User's full name | User's signature |
|------|----------------|---------------|------------------|--------------|---------------|----------------|------------------|------------------|
| | Time | Meter reading | | Time | Meter reading | | | |
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Driver's signature with date:

• **TICKET BOOKING FORM:**

CINI – CHILD IN NEED INSTITUTE
Vill. Daulatpur, PO. Pailan, Via–Joka, South 24-Parganas,

TICKET BOOKING FORM FOR OFFICIAL TRIP

(A) For Onward Journey

Mode of Travel : Air / Train / Bus

Date of Journey : Class :

From : To : Via :

Air / Train / Bus Name & No. :

| Sl. | Name | Age | Sex | Remarks |
|------------|-------------|------------|------------|----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

(B) For Return Journey

Mode of Travel : Air / Train / Bus

Date of Journey : Class :

From : To : Via :

Air / Train / Bus Name & No. :

| Sl. | Name | Age | Sex | Remarks |
|------------|-------------|------------|------------|----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Requisition by : ----- Fund ----- Dated -----

Approved by : -----
Assistant Director Programme Officer

To. M/S. -----

Released for booking on : ----- By : -----

Ticket received by ----- Dated : -----

• INFORMATION OF OFFICIAL TRIP

FORM: IOT
INFORMATION OF OFFICIAL TRIP

| DD | MM | YY |
|----|----|----|
| | | |

 DATE:

NAME:

DEPT./DIVISION:

PLACE OF VISIT:

DURATION OF TRIP:

FROM

| DD | MM | YY |
|----|----|----|
| | | |

| DD | MM | YY |
|----|----|----|
| | | |

TO

| | | |
|--|--|--|
| | | |
|--|--|--|

| DD | MM | YY |
|----|----|----|
| | | |

| | | |
|---|----|----|
| D | MM | YY |
| D | | |
| | | |

PERIOD OF ABSENCE: FROM _____ TO _____
AT OFFICE

PURPOSE OF VISIT:

Signature & Date

THE ABOVE OFFICIAL TRIP IS APPROVED:

Signature of Head of Div. /Deptt. / Unit

• LEAVE APPLICATION FORM:

CINI-CHILD IN NEED INSTITUTE

LEAVE DETAILS OF **MS.XXX, PROJECT ASSOCIATE**
FOR THE PERIOD 01/04/2005 TO
31/03/2006.
AS ON 8/2/2006.

| | | L E A V E A V A I | | | | | | | | | | | | | | |
|--------|-----|-------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| L E D | DUE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| CASUAL | 8 | | | | | | | | | | | | | | | 8 |
| EARNED | 15 | | | | | | | | | | | | | | | 15 |
| SICK | 7 | | | | | | | | | | | | | | | 7 |
| COMP | 0 | | | | | | | | | | | | | | | 0 |

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| ACCUM | 0 | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 0 |

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|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| DATES OF COMPENSAT ORY LEAVE: | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

.....LEAVE APPLIED FOR.....DAYS ON/FROM.....TO.....DUE
TO.....

| | |
|---|--|
| APPLICANT'S SIGNATURE WITH DATE SIGNATURE OF ISSUING PERSON WITH DATE | |
|---|--|

LEAVE DETAILS OF **MS. SHIPRA KONAR**, SR TRAINING
ASSOCIATE

.....LEAVE APPLIED FOR.....DAYS ON/FROM.....TO..... IS APPROVED/NOT
APPROVED

REMARKS.....

| | |
|-------------|--------------------|
| SIGNATURE | DATE OF RESUMPTION |
| DESIGNATION | |
| DATE | |

- [PRIOR PERMISSION FORM](#)

CHILD IN NEED INSTITUTE (CINI)

Prior permission slip for work on weekly off days & holidays

Work to be performed by (Name) : _____

Designation : _____

Division/Department/Unit/Project : _____

Proposed date of work : Day _____ Event _____

Work proposed to be performed :

Expected duration of work : _____ hrs., _____ a.m. /p.m. to _____ a.m. /p.m.

Signature of Staff with date _____

Approved / Not approved :

Signature of In-charge of the
Division/Department/Unit/Project
with date

- [Compensatory Leave Form](#)

CINI - CHILD IN NEED INSTITUTE

COMPENSATORY LEAVE FORM

DATE:

I worked on --- --- --- --- --- --- --- --- Sunday / Holiday at

Project / Department

Signature --- --- --- --- ---

Name (in full)

Certified by --- --- --- --- ---

Designation --- --- --- --- ---

Compensatory leave granted for --- --- day / days

Signature: --- --- --- --- ---

Designation --- --- --- --- ---

- [TA / DA CLAIM FORM:](#)

| Name: | | Project: | |
|--------------------------------|---|------------------------------|--------------|
| Purpose of the Journey: | | | |
| TRANSPORT | | Budget Head: | |
| Date | Movement Details (to and from) | Mode of Transport | TOTAL |
| | | | |
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| | | | |
| <u>TOTAL TRANSPORT COSTS</u> | | | |
| | | | |

| | | |
|-------------|--|---------------------|
| FOOD | | Budget Head: |
| Date | Reason for claiming (where / project) | TOTAL |
| | | |

| | | |
|----------------------|--|---------------------|
| ACCOMMODATION | | Budget Head: |
| Date | Reason for claiming (where / project) | TOTAL |
| | | |

| | |
|--|--|
| Signature of Claimant | |
| Signature of Senior Approving Expenses | |

CHILD IN NEED INSTITUTE

PERFORMANCE ANALYSIS
AND
REVIEW FORM

_____ TO _____

| | |
|----------------|--|
| Employees Name | |
|----------------|--|

| | |
|-----------------|--|
| Employee Code / | |
|-----------------|--|

| | |
|------|--|
| Band | |
|------|--|

| | | |
|--------------------|---------|--|
| Year of Experience | Past | |
| | Present | |

SELF REVIEW / APPRAISAL

ANNUAL PERFORMANCE & DEVELOPMENT
SUMMARY

TO BE FILLED IN

| | | |
|-------------------------|---|--|
| NAME | : | |
| DESIG/UNIT | : | |
| APPRAISAL PERIOD | : | |

1) What were the most energizing/enjoyable aspects of your role in the given period ?

2) What enabled you on the above? What were your key leanings in the given period ?

3) Are there any aspects of your work which have not gone so well? If so, why ?

4) Do you possess skills, aptitude or knowledge which are not fully utilized in the course of your work ? If so, what are they and how could they be used ?

5) What are the top three priorities that you need to focus on/change in the coming months, to enhance your performance?

6) Do you require any developmental inputs (in the form of Training, Coaching etc.) for your current/future role?

7) What were your 2 major achievements during the Review Period ? 2 major

8) What were the factors which facilitated and inhibited your performance? What steps did you take in overcoming the inhibitors ?

3) Are there any aspects of your work which have not gone so well? If so, why ?

4) Do you possess skills, aptitude or knowledge which are not fully utilized in the course of your work ? If so, what are they and how could they be used ?

5) What are the top three priorities that you need to focus on/change in the coming months, to enhance your performance?

6) Do you require any developmental inputs (in the form of Training, Coaching etc.) for your current/future role?

TO BE FILLED IN BY SUPERVISOR

| | |
|------------------------|---|
| Job Performance | <ul style="list-style-type: none">✦ Understanding Job Procedures✦ Meeting and fulfilling major job responsibilities✦ Understanding programme goals and objectives |
|------------------------|---|

| | |
|-------------------------------------|--|
| | <ul style="list-style-type: none"> ✂ Keeping records upto date ✂ Cost Consciousness |
| Communication Skills | <ul style="list-style-type: none"> ✂ Exchanging ideas with others ✂ Decision Making/Leadership Skills ✂ Writing Reports, letters etc. in a clear/concise manner ✂ Skills of delegation |
| Co-operation & Team Work | <ul style="list-style-type: none"> ✂ Sharing information and resources with others ✂ Giving timely response to requests made by others ✂ Promoting team work |
| | <ul style="list-style-type: none"> ✂✂ Exhibiting positive attitudes during time of change |
| Attendance & Punctuality | <ul style="list-style-type: none"> ✂ Coming to work regularly without excessive absence ✂ Maintaining assigned work schedule |

| | |
|---|---|
| | <ul style="list-style-type: none"> ✂ Taking initiative ✂✂ Following instructions |
| <p>Personality / Attitudonal Factors</p> | <ul style="list-style-type: none"> ✂ Organizing Capacity ✂ Decision making ability ✂ Flexibility ✂✂ Analytical ability ✂✂ Problem solving ✂✂ Approchability |
| | <ul style="list-style-type: none"> Self discipline Creativity |

***** **END** *****